



FALCONS PREP
RICHMOND

Missing and Uncollected Child Policy

Primary person responsible for this policy: Sophie Wyatt and Olivia Buchanan

Job title: Deputy Head and Headmistress

Last review date: July 2021

Next review date: July 2022

Relevant ISI coding (if applicable): 14

Circulation: This policy is available to parents on request. It is addressed to all members of staff and volunteers.

Missing/Uncollected Child Policy

This policy applies to all children in the school including those in the EYFS (from September 2020).

Uncollected Child Procedure

In the unlikely event that a child is not collected from the school premises, a member of staff will wait with the child until their parent or carer arrives to collect them. If the individual collecting the child has not contacted the school in advance to warn that they are running late, the school will contact the child's parents. Each child has at least two contact numbers on file which is regularly checked and updated by Matron.

If a child is not collected at a designated bus stop, the bus will wait for a couple of minutes, and the monitor will try to make contact with the parent before driving on with the child to discuss collection. If the monitor can not get through to the parent, the child will stay on the bus until the last bus stop, the member of staff will continue to try to contact parents and request that they are collected from there. If unable to get through, they will contact school on the phone numbers below. They will wait with the child for 30 minutes whilst contact is made with the parents. If after 30 minutes, contact has not been made, and no one has collected the pupil, the staff member will return to school with the pupil whilst the school continues to contact the pupils' parents. A member of SLT will return to school to meet the bus monitor and the pupil. Staff will wait with the pupil until their parents or designated adult comes to collect them.

Lost Child Procedure (in School)

The primary principle laid down in the Children Act – **the welfare of the child is paramount** – must be kept in mind at all times.

All registers must be completed before formal lessons begin at 8.50am. Morning registration takes place at 8.30am before Assembly or Period 1. Afternoon registration takes place during our afternoon registration period at 2pm. The class teacher at that time must ensure that the register is taken.

In the event of the back door alarm sounding, a full school register must be taken immediately to identify if any pupils are missing and CCTV for the back door checked.

In the unlikely event of a child going missing the procedure is:

- Stay calm and investigate a search of the immediate area in particular areas such as toilets, cupboards and other areas of a size capable of hiding a child.
- Check the doors, gates and CCTV records for signs of entry/exit
- If the child cannot be located then the Headmistress, and Deputy Head (Welfare and Wellbeing) must be informed that a child is missing. If they are all off site then the person who is acting on their behalf must be informed
- The senior member of staff present arranges for all the other children to be satisfactorily supervised
- Management are to check premises thoroughly, including classrooms, playground, storage areas and streets directly outside the school
- Enquiries to be made through other adults within the school and nearby vicinity
- One or more members of staff to be delegated to check local roads
- If the child is still missing then the following procedure must be followed

- a) Parents must be contacted at this stage by the Headmistress or most senior member of staff available
- b) Inform the Police on the number held in the office who will advise on next stage
- c) Inform Alpha Plus of planned action
- d) Re-check all venues

- e) Check by phone and/or mobiles all adults – first staff and then parents – who have recently left the premises

- f) A complete account of the incident must be recorded in the Incident File

- g) Staff should not speak to anyone who has no need to know or who might be a member of the media, and under no circumstances should the name of the child be divulged to any such person

- h) Legal liability should not be discussed with or admitted to anyone

IF A CHILD HAS BEEN REMOVED FROM THE SCHOOL BY AN UNAUTHORISED PERSON CONTACT THE BOY'S PARENTS AND THE POLICE IMMEDIATELY

Lost Child Procedure (Outside School)

To ensure safety on School Trips the following measures must be taken

- Notification of a trip is confirmed by the Headteacher and placed in the school newsletter at least one week before the date of the trip. These are collated by the EVC leader and are kept on EVOLVE.
- Contact details for parents/carers to be taken on the trip so that they can be contacted in an emergency. The group leader will have a copy of these and will ensure class teachers have them as well
- On trips away, children will be divided into groups. The arrangement of the groups will be decided by the nature of the trip
- Each adult in charge of a group will have details of which children they are responsible for
- The children will be given details of the adult who is responsible for them, including their name
- All children up to and including Year 6 will be told to stay with the adult and not to stray or go anywhere unaccompanied. If they need the toilet they must ask and be taken with the group by the adult in charge. For the upper school, some trips allow for more independent time and parents will be informed prior to the trip if this is the case. Adequate meeting points and check ins will be in place during the trip and will be outlined to the parents. Appropriate risk assessments will outline the steps taken to ensure pupil safety.
- The children will be told what to do if they become separated from the group. This will depend on the nature of the trip being taken but in general it will involve telling the children to:
 - i) Stay where they are as someone will come back to look for them
 - ii) Look around to see if they can see the group or another group from the school

iii) Not to go with anyone even if they tell you they know where to find the teacher or adult they were with

All pupils will carry a trip card with the school number on.

- A regular headcount will be taken of the group
- A safe place/spot will be identified by the group and children instructed to go back there if they get separated

In the unlikely event, when taking a headcount, a child appears to be missing the procedure is

- Stay calm and ensure the group leader is aware of the situation
- The group will stay still and keep together. Two adults will stay with the group and the remainder of adults will immediately start searching for the missing child
- If the child is still missing after five minutes the staff on site will be informed, the School will be contacted and the Police will be called
- The group leader will be prepared to give the following information:
 1. The Group Leader's name
 2. What has happened
 3. Name, age and address of the child
 4. Time of the incident
 5. Any special medical or learning needs
- The School will contact the parent/carer of the missing child to inform them of what has happened and the steps that are being taken to find their child. They will also inform Alpha Plus (020 7487 6000 –Liz Francis) and Adrian Langan (PR) 07810 820 312.
- A search will continue to happen after calling the police and the school
- The teacher/adult involved will complete an Incident Form as fully as possible
- Teachers/adults should not speak to anyone who has no need to know or who might be a member of the media and under no circumstances should the name of the child divulged to any such person
- Legal liability should not be discussed with or admitted to anyone

After the Event

Actions to be followed by Staff once the child is found:

- Talk to, take care of and, if necessary, comfort the child
- Speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing

- The Head will speak to the parents to discuss events and give an account of the incident
- The Head will instigate a full investigation (if appropriate involving Social Care)
- Media queries should be referred to the Head
- The investigation should involve all concerned providing written statements.

The report should be detailed covering: time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, [the purpose of the outing], the length of time that the child was missing and how she appeared to have gone missing, lessons for the future.

In the case of early years, a complete account of the incident must be recorded in an Incident File and OFSTED must be informed.

TELEPHONE NUMBERS

SCHOOL	020 8948 9490
OLIVIA BUCHANAN	07387 109 011
SOPHIE WYATT	07880 191118

ALPHA PLUS	020 7487 6000 (ask for Liz Francis)
ADRIAN LANGAN (PR)	07810820312 (to be called by Head or Senior Member of staff)