



ST. ANTHONY'S SCHOOL  
FOR BOYS

## Missing Child Policy

**Policy reviewed by** CA

**Review date:** July 2021

**Submission:** July 2021

**Policy actioned from:** September 2021 – August 2022

**Next review date:** July 2022

**Reviewer's Signature:** CA

**Head Teacher's Signature:** RPB

**Circulation:** This policy has been adopted by the governors, is addressed to all members of staff and volunteers, is available to parents on request. It applies wherever staff or volunteers are working with pupils.

Please note: 'School' refers to St. Anthony's School for Boys; 'parents' refers to parents, guardians and carers.

## **INTRODUCTION**

This policy applies to all pupils in the school, including those in Reception (EYFS).

The welfare of all of our children at St. Anthony's School is our paramount responsibility. A child going missing from education, particularly on repeated occasions, is a potential indicator of abuse or neglect, including sexual exploitation and so called 'honour based' violence. Every adult who works at the school has been trained to appreciate that he or she has a key responsibility for helping to keep all of the children safe at all times. Every member of our staff who works with children has read Part 1 of Keeping Children Safe in Education (September 2020). Our staffing ratios are generous and are deliberately designed to ensure that every child is supervised the whole time that he or she is in our care.

## **INFORMATION FOR PARENTS**

The following information is included in our Supervision Policy, which is available on the school's website in the Parents/Policies section:

- The arrangements for handing over children to the care of their parents at the end of the day
- The qualifications of our staff and the arrangements for supervising the children whilst they are in school
- The arrangements for registering the children in both morning and afternoon
- The physical security measures which prevent unsupervised access to or exit from the building
- The supervision of the playground and the physical barriers that separate it from the rest of the school

The enhanced supervisory arrangements for outings involving our youngest children are included in our Out of School Activities policy which is available on our website. We review these policies regularly (at least once a year) in order to satisfy ourselves that they are robust and effective. All new staff receive a thorough induction into the importance of effective supervision of very young children and read Part 1 of the DfE's 'Keeping Children Safe in Education' guidance.

## **ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING FROM THE SCHOOL**

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child was found to be missing, we would carry out the following actions:

- Take a register in order to ensure that all the other children were present;
- Inform the Assistant Head/ Deputy Heads
- Check with the office who will check the signing out/in book;
- Ask all of the adults and children calmly if they can tell us when they last remember seeing the child;
- Occupy all of the other children in their classroom(s) with a relevant activity;
- At the same time, arrange for one or more adults to search everywhere within the building, both inside and out, carefully checking all spaces, cupboards, washrooms etc where a small child might hide;

- Check the doors, gates and CCTV records for signs of entry/exit.

If the child is still missing, the following steps would be taken:

- Inform the Headmaster and the Designated Safeguarding Lead (DSL) DSL;
- Ask the Assistant Head/Deputy Heads to ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the school at once;
- The DSL/ Assistant Head/Deputy Heads would notify the Police;
- Assistant Head/Deputy Heads would arrange for staff to search the rest of the school premises and grounds;
- If the child's home is within walking distance, a member of staff would set out on foot to attempt to catch up with him;
- The school would co-operate fully with any Police investigation and any safeguarding investigation by the local authority;
- Inform the Chairman of Governors;
- The school's insurers would be informed;
- If the child is injured a report would be made under RIDDOR to the Health & Safety Executive (HSE).

During the course of the investigation into the missing child, the school, in consultation with the police and with Alpha Plus Head Office, will decide what information should be given to other parents, staff and other pupils and how press enquiries are to be dealt with.

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

#### **ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING ON AN OUTING**

- An immediate head count would be carried out in order to ensure that all the other children were present;
- An adult would search the immediate vicinity;
- Inform the Assistant Head/Deputy Heads and the DSL by mobile phone;
- The remaining children would be taken back to school;
- Ask the Assistant Head/Deputy Heads to ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the venue or the school (as appropriate) at once;
- Contact the venue manager and arrange a search;
- Contact the Police;
- The school would cooperate fully with any Police investigation and any safeguarding investigation by the local authority;
- Inform the Chairman of Governors;
- The school's insurers would be informed;
- If the child is injured a report would be made under RIDDOR to the Health & Safety Executive (HSE).

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. The school will review its procedures and, if appropriate, these would be adjusted.

## **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 Assistant Head/Deputy Heads will speak to the parents to discuss events and give an account of the incident.
- The Assistant Head/Deputy Heads will promise a full investigation.
- Media queries should be referred to the Headmaster.
- 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 he appeared to have gone missing, as well as lessons for the future.

## **DUTY TO REPORT**

The school will inform the local authority of any pupil who fails to attend school regularly, or who has been absent without the school's permission for a continuous period of 10 school days or more. The school will also inform the local authority of any children leaving or joining the school at any time other than what is accepted as the norm, i.e: Reception entry and Year 6/Year 8 exit.

## **PROCEDURES TO BE FOLLOWED BY STAFF WHEN A CHILD IS NOT COLLECTED ON TIME**

If a child is not collected within half an hour of the agreed collection time, we will call the contact numbers for the parent or carers. If there is no answer, the Teacher/support staff will begin to call the emergency numbers for this child.

During this time, the child will be safely looked after.

If there is no response from the parents' or carers' contact numbers or the emergency numbers within a one hour period, the Assistant Head/Deputy Heads will contact the Social Care Duty Officer on 020 7974 4444. Social Care will make emergency arrangements for the child and will arrange for a visit to be made to the child's house and will check with the Police. We will make a full written report of the incident.

We undertake to look after the child safely throughout the time that he or she remains under our care, until such a time as he has been collected by a parent, guardian or carer, or until appropriate, alternative care arrangements have been made with Social Care and/or the Police in order to prioritise the child's safety. The school's DSL will keep a record of incidents where parents/carers do not collect a child from school or are late for no explained or good reason, or where there are repeated incidents. If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the school's Safeguarding Policy and Procedures.