

Missing Child Policy

This Policy applies to the whole school, including the EYFS, and comprises our *Missing Child Policy* and procedures when a child is not collected, as well as procedures for identifying and responding to children who go missing, particularly on repeat occasions.

The welfare of the pupils at Davenies is the school's paramount responsibility. 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 pupils safe at all times. Staffing ratios are generous and are deliberately designed to ensure that every child is supervised the whole time that he is in the school's care.

This Policy should be read in conjunction with the following documents:

- The *Parents' Handbook* details arrangements for handing over pupils to the care of their parents / carers at the end of the school day
- The *Supervision Policy* sets out the arrangements for supervising the children whilst they are in school, including supervision of the playgrounds, and the qualifications of the staff
- The *Registers Policy* explains the arrangements for registering pupils in both the morning and the afternoon
- The *Security Policy* details the physical measures which prevent unsupervised access to or exit from the buildings and school site
- The *Educational Visits Policy* sets out arrangements for outings involving pupils, including the EYFS

These documents are reviewed and updated regularly (at least once a year) to ensure that they are robust and effective, and can be provided to parents on request. All new staff receive a thorough induction about the importance of effective supervision of all our pupils, and especially of very young children.

Actions to be taken if a pupil goes missing from School during the school day

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible.

- If a child is suspected of being missing run a Fire Drill, as if pupil on site they should respond to the alarm and congregate at the designated point.
- Inform the Form Teacher, and Teaching Assistant where relevant, who should:
 - take the register in order to ensure that all other pupils in the class are present
 - ask the other pupils calmly if they remember where they last saw the missing child
 - occupy the other children in their classroom
- Inform the Head of Pre-Prep, Junior School, Middle School or Senior School, as appropriate, or a member of the SLT who will coordinate the following:

- check with the School Nurse and the School Office that the child has not been taken ill or been collected
- check which lesson the child was last attending and double-check those areas
- a search of the communal areas of the school: toilets; changing rooms; playgrounds; Dining Room; Library etc.
- ask the School Office to obtain parental contact details
- Inform the Facilities Manager who will coordinate the Site Team to:
 - check that all external gates on the school site are closed and digilocked
 - scour the perimeter of the school grounds

Actions to be taken if a pupil goes missing from School at pick-up time

- Pre-Prep Form Teacher, or member of staff supervising pick-up at the Sainsbury's Gate, to be asked who child went with when dismissed
- Check with Form Teacher whether a different adult was supposed to pick the child up
- Check pupil is not in Flop Club (Pre-Prep) or doing an extra-curricular activity
- Inform the Head of Pre-Prep, Junior School, Middle School or Senior School as appropriate, or a member of the SLT who will coordinate the following:
 - check which lesson the child was last attending and double-check those areas
 - a search of the communal areas of the school: toilets, changing rooms, playgrounds, Dining Room, Library etc.
 - a search of the Sainsbury's car park
 - ask the School Office to obtain parental contact details
- Inform the Facilities Manager who will coordinate the Site Team to:
 - scour the perimeter of the school grounds and all exits

Action to be taken if a boy is unaccounted for during an extra-curricular activity

- Check Davenies Manager to see if boy absent
- Check activities register in the blue folder kept in the library with the teacher in charge of Prep
- Inform the Head of Pre-Prep, Junior School, Middle School or Senior School as appropriate, or a member of the SLT who will coordinate the following:
 - check which lesson the child was last attending and double-check those areas
 - a search of the communal areas of the school: toilets, changing rooms, playgrounds, Dining Room, Library etc.
 - a search of the Sainsbury's car park
 - ask the School Office to obtain parental contact details
- Inform the Facilities Manager who will coordinate the Site Team to:
 - scour the perimeter of the school grounds and all exits

Actions to be taken if a pupil goes missing on an Educational Visit

- Carry out an immediate head count to ensure that all other children are present
- A member of school staff to search the immediate vicinity
- Contact the venue manager to arrange a search
- The remaining pupils to be gathered on the coach / minibus, and returned to school if close by

- Trip Leader to inform the Head of Pre-Prep, Junior School, Middle School or Senior School as appropriate, or a member of the SLT by mobile phone

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

- Inform the Designated Safeguarding Lead (DSL)
- The Head of Pre-Prep, Junior School, Middle School or Senior School will contact the child's parents and explain what has happened, what steps have been set in motion, and ask them to come to the school
- A member of the SLT, the DSL or the Head of Pre-Prep, Junior School, Middle School or Senior School, as appropriate, will contact the Police
- If the child's home is within walking distance, a member of staff would set out on foot to check whether they have attempted to make their own way home
- The DSL will inform the Local Child Safeguarding Board
- The School will cooperate fully with any Police investigation and any safeguarding investigation by the Local Authority
- Inform the Chair or Deputy Chair of Governors

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 taken 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 their class
- The Head of Pre-Prep, Junior School, Middle School or Senior School as appropriate, will speak to the parents to discuss events and give an account of the incident
- A full investigation will be conducted by the Head of Pre-Prep, Junior School, Middle School or Senior School as appropriate. The DSL will liaise with the Social Services / Local Children Safeguarding Board if relevant. 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 length of time the child was missing and when / how it was noticed he was missing, and lessons for the future.

Procedures to be followed by staff when a child is not collected on time at the end of the school day

The Form Teacher or member of staff on duty will ensure that the child is not due to be taking part in an extra-curricular activity or was not due to be collected by another adult. If the child has a sibling at the School, the Form Teacher or member of staff on duty will check what collection arrangements have been made for the sibling.

Pre-Prep

If a parent or other adult fails to turn up by 3:30, the child is automatically taken by the Form Teacher or Teaching Assistant to the Flop Club. The parents will then be charged for this session. The member of staff on duty in the Flop Club will look after the child until the parent or appointed adult arrives.

If the parent or other adult fails to arrive by 6:10, the member of staff on duty will phone the parents or the adult who was supposed to pick up and explain that the child is still in school. Arrangements will then be made for the parents or adult to come and fetch the child.

If both parents cannot be contacted, the school will telephone the designated person to contact in case of emergency and arrangements will be made for this person to come to school to pick up the child. The child will stay in the Pre-Prep Hall with the member of staff at Flop Club until the parent or adult arrives.

In the event of parents or the person to contact in an emergency being unavailable to speak to, social services will be contacted through the First Response line: 01296 383962 or out of hours: 0800 999 7677

Years 3 – 8

If a child is not collected at the agreed collection time the member of staff on duty at the Sainsbury's Gate will escort him to Prep. If a boy has not been collected from Prep by 6:00, the member of staff on duty will take him to sit on the sofas outside the Headmaster's Office, whilst they telephone the parents to ascertain when the child will be collected. If there is no answer, the member of staff will continue to phone at regular intervals, and after a few failed attempts will begin to call the emergency numbers for this child.

If there is no response from the parents' or carers' contact numbers or the emergency numbers when the school is due to close the DSL or a member of the SLT will contact the Buckinghamshire Safeguarding Children Board's (BSCB) First Response Team. 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. The School will make a full written report of the incident.

The School undertakes to look after the child safely throughout the time that he remains under the School's care.

Unexplained Absence / Missing in Education

A child going missing, or being absent from school without explanation is a potential indicator of abuse or neglect (see *Child Protection Policy*). The School Office monitors the Attendance Registers following morning and afternoon registration. Where a child is absent without consent and a message has not been left on the 'absence phone line', the School Office will contact the child's parents to check that the child is with them and enquire about the reason for absence. The School Office holds telephone numbers for each parent/guardian and contact details for two other nominated persons in the event of an emergency, and will continue through available numbers until a parent/guardian or emergency contact has been spoken to. The School Office will then pass this information on to the Form Teacher and, if appropriate, the School Nurse and the Pastoral Head of Pre-Prep, Junior School, Middle School or Senior School. Where absence is unexplained or frequent, this will be reported to a DSL who will pursue the matter appropriately.

Any absence of two days without satisfactory explanation of a pupil currently on the child protection register will be referred to their Education Welfare Office and/or Social Worker.

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