



**CRICKLADE**  
**MANOR PREP**

# MISSING CHILD POLICY

This is a whole school policy and applies to EYFS

Reviewed: November 2019	Next review: November 2020
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## CRICKLADE MANOR PREP MISSING OR UNCOLLECTED CHILD POLICY AND PROCEDURE

This policy applies to:

- The whole school including EYFS, before and after school care facilities and Holiday Clubs;
- All staff, volunteers, pupils and visitors to Cricklade Manor Prep.

### RATIONALE

The welfare of children is paramount. Children may go missing and EVERY member of staff has equal responsibility in ensuring the safety of the children and knowing where they are. In the event that a child goes missing from the Nursery, Holiday Club or School, or on an outing, school puts into practice agreed procedures. These ensure that the child is found as soon as possible and that the correct people are informed. This very rarely happens but complacency is a hazard we must avoid at all costs.

### PROCEDURE

In the event that a child goes missing, we will ensure that the following procedures are followed. We inform parents/carers of our procedures so that, if a child does go missing we can assure them that we are doing everything we are capable of to find them.

This Procedure is set out in three sections

A - Minimising Risk

B - Procedure in the event that a child goes missing

C - Action to be taken once the child is found

#### **A: Minimising Risk**

Systems in place to minimise the risk of children going missing:

- Appropriate steps are taken to ensure that the premises and surrounding site are secure.
- The attendance register is taken at the start of each session. It is the responsibility of every member of staff to be aware of how many children are present and a quick head count should be taken at intervals during the session. Children who arrive late must be recorded in the register and those who leave early should be marked out accordingly. Teachers of new children should take extra care to be aware of their whereabouts and ensure they know the boundaries of where they can and cannot go.
- Parents will be advised of our security procedures and given the opportunity to discuss any concerns, particularly if their child has an adventurous nature.
- Gates and doors are kept closed and, where appropriate, secured.
- Parents must be made aware through the Departmental Handbooks of the need for supervision of children at all times especially while waiting for the school to open and of their responsibility to ensure that their child's arrival is noted.
- Children are counted when they are lining up to come back indoors after playtime, by the teacher collecting them. The member of staff who was on duty should be the last to leave the playground to ensure that no children are left outside. Once inside it must be ascertained by the class teacher that the correct number of children are still present.
- All after school clubs have up to date registers. Any child who does not turn up for club is identified and the sign-out registers are checked.

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### **B: Procedure in the event that a child goes missing**

**In the event of a child being found to be missing it is vital that prompt action is taken.**

1. The missing child (children) should be identified. Staff should check in the School office to see whether there has been any communication from the parents regarding abnormal school pick up routine.
2. The member of staff who was responsible for the missing child will arrange for the other children to be satisfactorily supervised. Without alarming them, the children should be asked when they last saw the missing child. Ratios must be maintained.
3. The missing child (children) should be identified and the situation should immediately be reported to the Missing Child Co-Ordinator. The MCC will record all details on the Missing Child Procedure Form (Appendix 2). Copies of the procedure and Forms will be kept in the School and SBM Office.
  - The MCC is Lesley Bayliss - School Business manager (term time). In the SBMs absence any member of SLT may be the Missing Child Coordinator. During the school holiday the Holiday Club Leader will be the Missing Child-Coordinator.
4. The Missing Child Co-Ordinator will check pupil registers to establish whether the child has been signed out of school. The Missing Child Coordinator will follow the Flow chart outlining the Missing Child Procedure (Appendix 1). The chances of finding a missing child safe are greatest if the child's absence is noted as soon as possible.
5. The Missing Child Co-Ordinator will organise a systematic search to be carried out to see if the child can be located in the surrounding area. The Missing Child Coordinator will assign staff to search the different areas on the Missing Child Search map (Appendix 3)
6. If the missing child has not been found after 10-15 minutes, and the PHASE 1 search has been completed, the SBM will sound the School Fire Alarm. If the child is still missing once the Fire alarm has been completed the Headmaster or, in his absence, a member of the Senior Leadership Team must be notified by the Missing Child Co-Ordinator in person (term-time) or by telephone (school holidays).
7. If the child does not appear following the fire alarm the MCC will assign staff for the Phase 2 search.
8. The Headmaster will arrange to inform:
  - a) The parents/carers of the child - alarming them as little as possible. If contacted, parents should be advised to stay at home in case the child arrives there; be advised that we are contacting the emergency services and that a member of staff is searching the route the child may take home. Parents should be asked for information of anywhere else the child may head for, e.g. grandparents, other relatives, local park, etc.
  - b) The Police and/or any other emergency services - The Police have the resources to conduct a search and speed is important.

#### Missing Child Procedure on a School Trip

If a child goes missing on a school trip, the Group Leader must alert staff at the trip venue and the School Business Manager and may choose to delegate one of these tasks to another adult to allow them to happen simultaneously. On any school trip the Group leader then assumes the role of Missing Child Co-Ordinator and maintains constant telephone contact with the School Business Manager who will immediately alert the Headmaster.

If the child goes missing on a school trip, the Missing Child Procedure at the venue should be followed where one exists. Otherwise, the Missing Child Co-Ordinator will organise their own search ensuring the rest of the group is adequately and appropriately supervised.

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**C - Action to be taken once the child is found**

- a) Talk to, take care of and, if necessary, comfort the child
- b) Speak to the other children to ensure why they should not leave the premises/separate from a group on an outing
- c) The Headmaster will speak to the parents of child(ren) involved to discuss events and give an account of the incident
- d) The Headmaster will conduct a full investigation and complete the Incident Sheet which will involve all concerned providing a written statement
- e) The Headmaster will review Risk Assessment documents as necessary following the incident
- f) Any media enquiries should be referred to the Headmaster.

**Informing other people**

As soon as possible after the incident is concluded the Headmaster may consider it necessary to notify:

- a) The Proprietor
- b) All parents
- c) Wiltshire County Council Early Years Team if the child is in the EYFS
- d) The Duty Social Worker
- e) Details and time of who was contacted will be recorded on the Incident Sheet.

**Dealing with reactions**

It is natural that the child's parents will be frightened, distressed and angry. Other parents will be rightly concerned for the safety of their own children. The school management and staff will also be shocked and upset at any lapse in security. All emotions and reactions must be dealt with in a caring and understanding way. However, until the situation has been fully investigated by all parties, staff must refer any parent and media enquiries to the Headmaster.

**MONITORING AND REVIEW**

It is the responsibility of all staff to follow the principles stated in this policy. The Headmaster is responsible for reviewing this policy annually.

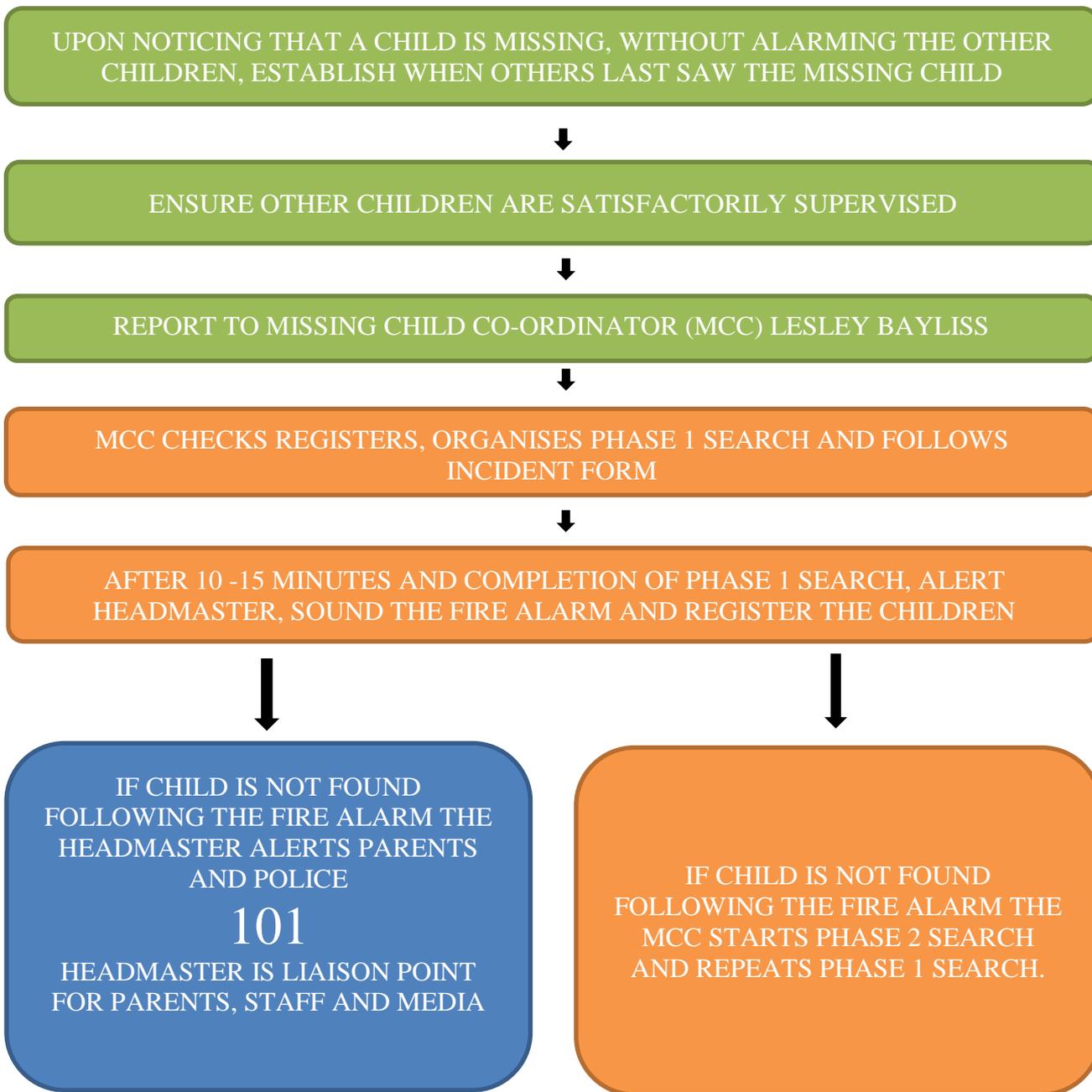
This policy was reviewed in November 2019 and approved by the Headmaster. It will be reviewed on an annual basis. The next policy review will take place in November 2020.

Signed: Guy Barrett



Headmaster

## Flow chart outlining Missing Child Procedure



WHEN CHILD IS FOUND, CONTINUE FROM SECTION C OUTLINED IN POLICY

### KEY



## Missing Child Incident Form

**APPENDIX 2**

This form is to be used in the instance that a child is reported missing whilst in the care of the School. The form will ensure that Cricklade Manor Prep’s Missing Child Policy is followed and will record information that may be useful to the police and other services.

MISSING CHILD CO-ORDINATOR	
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NAME OF MISSING CHILD		REPORTED MISSING BY	
CHILD’S AGE		CHILD’S CLASS	
DATE REPORTED MISSING		TIME REPORTED MISSING	

CHILD LAST SEEN BY		TIME CHILD WAS LAST SEEN	
LOCATION CHILD WAS LAST SEEN		ADULT RESPONSIBLE FOR CHILD AT THE TIME HE/SHE WENT MISSING	
CHILD WAS WEARING			
DISTINGUISHING FEATURES			
RELATED/USEFUL INFORMATION (SEND/DISABILITY/SAFEGUARDING, ETC)			

TIME HEADMASTER INFORMED		TIME PARENTS CONTACTED	
TIME POLICE CONTACTED AND NAME OF OFFICER IN CHARGE			

<b>ADDITIONAL NOTES</b>

Form Completed by: ..... (Print)

Signature: .....Date: .....

### MISSING CHILD SEARCH MAP



**GUIDANCE**

- **RED = PRIORITY SEARCH AREA**
- Check all exits for where the child may have been able to leave the premises or site.
- Check all toilets, cupboards, and under tables, empty rooms, or anywhere a child might hide.
- Any staff member searching off-site should take a radio from the School Office or their mobile phone so that they can be contacted/contact the school upon locating the missing child.

SBM = 07500 081498  
CMP = 01793 750275  
HEAD = 07855 049065

This Table is to be completed by the Missing Child Coordinator					
Area	School number code	Area checked by	Clear or Child Found?	Stand down call	
<b>PHASE 1 SEARCH AREAS</b>	<b>A</b>	1 - Manor House, 8 - Dining Room, Kitchen and corridor from Atrium to Dining Hall 9 - Coach House including Wessex House upstairs changing rooms			
	<b>B</b>	2 - The Old Chapel 3 - The Hall 6 - Science Labs 7 - Thames House classrooms 10 - Wessex House including school shop area			
	<b>C</b>	4 - The Nursery including front and back gardens 5 - Saxon House			
	<b>D</b>	<b>13 - Physical Swimming Pool - 1066</b> 11 - The Stables and maintenance area - 6927 12 - New Swimming Pool Changing areas - 3742 Old Boys changing area. (locked) 14 - Playground 15 - Adventure Playground			
	<b>E</b>	16 - Carpark and Access Road 17 - Sports Hall			
	<b>F</b>	<b>20 - Forest School area including pond and wooded areas</b> 19 - Cricket Pavilion, AstroTurf, Polytunnel			
<b>PHASE 2</b>	<b>G</b>	WEST SEARCH - Calcutt Street and High Street including St Sampsons Church, beside the Cricklade Club, the War Memorial and the Meadows.			
	<b>H</b>	EAST SEARCH- Calcutt Street, behind Meadowpark and towards Cricklade Rugby Club			
	<b>I</b>	NORTH SEARCH- Lower Playing Fields opposite the school and Cricklade Cricket Club			
	<b>J</b>	SOUTH SEARCH - Playing fields and farmer's fields through back gate behind Sports Hall			