



POLICY AND PROCEDURE:

MISSING CHILD (Including EYFS)

This applies to all areas of the school including Early Years Foundation Stage.

POLICY

The purpose of this policy is to provide all staff, both teaching and non-teaching, a clear understanding of how to respond and who to inform should they discover a child is missing. The aims of this policy and procedure are to:

- Provide a clear procedure which is understood and effectively implemented by all school staff
- Explain the swift and effective actions to locate any missing child and to notify and involve parents and the authorities at the appropriate point.
- Staff need to be mindful that a child can go missing at any time of the day.

PROCEDURE

Registers

Registers are taken morning and afternoon on SIMS. In addition, senior school teachers use SIMS Lesson Monitor to record attendance in each lesson during the day.

Responsibility for a Claremont Fan Court child begins at 8.25 am (8.35 am in Prep and Pre-Prep) when a register is taken. If a prep school child arrives early at school (from 8.00 am), he/she can attend a supervised breakfast club in the dining room. Senior school pupils can also have breakfast in the dining room or wait until the school opens to enter classrooms at 8.15am.

Early arrivals to the pre-prep (reception to Year 2) can play supervised by staff in the pre-prep playground from 8.20 am until the bell goes at 8.35 am. Pre-prep arrivals before 8.20 am should attend early birds club from 8.00 am, where a register is taken. Pre-nursery and nursery pupils are handed over to staff at 8.35 am at the classroom door.

The school secretaries in the Prep and Pre-Prep and the attendance secretary in the Senior School will check the SIMS register every school day morning by 9.00 am or as soon as possible thereafter. Absences will generate an email to staff or a verbal conversation with the class teacher seeking confirmation that a child is present or absent.

Absent child

When a child is identified as being absent without any communication from parents/carers, the following procedure will apply:

The school secretary/school attendance secretary will contact the parent/carer by telephone, email or Clarion message no later than 10.00 am. If the child is confirmed to be at home or confirmed safe, the register is entered correctly. If the child is reported to be at school, proceed to the lost child procedure below. If there is no answer to this telephone call, the secretary will call all other contact numbers in order of priority provided by the parent(s). If there is still no answer, proceed to the lost child procedure below.

Lost child

A member of the SMT (ideally the Designated Safeguarding Lead) will be informed immediately. That member of staff will coordinate the search that will include the following in this order:

- Check the child's timetable and ask the class teacher/SS tutor teacher/HoH/SF immediately for confirmation of presence or absence.
- Check sports practice schedules
- Check with receptionists, counselling appointment list, music school secretary, sports administration assistant, to see if pupil has an appointment in or out of school
- Alert the facilities department who will help to conduct a full search of the site working in collaboration with the pastoral team and senior staff.
- Search school(s) including toilets, music practice rooms, lunch hall, classrooms, playing areas.
- Check lunch sign in/sign in and out books as applicable.

The school secretary/school attendance secretary will remain at their desk to accept all incoming calls.

- If the child is not found after checks as above, the family is called again no later than 10.15 am.
- If there is still no confirmed information of the child's whereabouts, parents are emailed, requesting an urgent reply by 10.30 am.
- If the child is still unaccounted for by 10.30 am, a member of SMT will be informed and will decide about when to contact the police, based on the school's knowledge of travel arrangements, family circumstances, etc.

All trips and sports visits follow the appropriate procedure and children are checked on and off buses according to the clarion list. If a child is missing, the school is informed immediately.

Missing through school day

If the afternoon register reveals a missing child:

1. The teacher enters N in the register and immediately sends an email to that school's staff asking for information (pupil alert group email group in the senior school). For the pre-prep school, the teacher immediately contacts the office who call facilities to monitor exits; office then calls primary carer. The head of the pre-prep organises a search using all TAs and support staff.
2. If the email reveals no news, within 10 minutes the school secretary/school attendance secretary coordinates with the SMT to search the school.
3. If the child is found (in the care centre, sign out book, late to class), another email is sent to end the search.
4. A child found to be absent without leave will be followed up by a Designated Safeguarding Lead.
5. If a child is not found within 15 minutes of the alert, follow the lost child procedure above.
6. If a child goes missing at another time of day other than afternoon registration:
 - Send an email to SLT, pastoral leads, receptionist and Care Centre (PAG email group in senior school) and check classrooms, toilets, changing rooms, etc.
 - If a child is not found within 15 minutes of the alert email, follow the lost child procedure above.

The timings provided above are considered best practice for a typical school day, but may vary depending on the circumstances of a particular incident.

After close of school

Pre-Preparatory and Preparatory School (including Early Years)

If a child is not collected at home time, staff wait with the child for ten minutes before taking the child to late club to wait for parent/carer. The parent/carer is then telephoned. If it is not possible to reach the parent/carer, then the emergency contact is called. During this time, the child will be safely looked after by school staff. If there is no response from the parents' or carers' contact numbers or the emergency numbers within a one hour period, the head will contact the Social Care Duty Officer. 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 will look after the child safely throughout the time that they remain under our care, until such a time as the child 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.

School pupils should have left the school by 3.15/3.30/4.15 pm unless in a supervised activity. These activities include:

1. Senior School after school supervision in the library
2. Sports team registered via Clarion
3. Co-curricular activity as advertised on the co-curricular timetable. Teachers in charge of these activities are expected to ensure all children are handed over to parents safely before they leave the school. An unclaimed child is accompanied to the late club.
4. After school late or prep clubs which are supervised
5. School bus transportation home. Should a child not depart from the school bus at their usual bus stop, parents are asked to contact the school or the school's dedicated transport management company, Vectare immediately for assistance.

Parents seeking their child after 4.00 pm will contact the receptionist/school secretary/head of school who will follow the lost child procedure above.

Parent Contacts

The school will request and maintain a minimum of two separate emergency contacts on file for every pupil. This is important to enable staff to make contact with a family member or carer as quickly as possible during a lost child incident.

Review after a lost child incident

After an incident, the school will review the current procedure. The school will evaluate the event and the processes followed, making necessary adjustments where necessary to ensure future effectiveness.