

# **Missing Child Policy (Whole School including EYFS)**

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**Independent Day School for Boys and Girls**

**Our Lady of Sion School**

Frequency of review: 3 Years  
Next Review: October 2019

## MISSING CHILD POLICY AND PROCEDURES

**This policy applies to all pupils at Our Lady of Sion School including EYFS, Junior School, Senior School and Sixth Form.**

All children are in the care of Our Lady of Sion School during the school day.

EYFS and Junior School children are handed over into the care of the parent/carer at the end of the school day. This is supervised by a member of Junior School Staff. EYFS parents have passwords which are used when someone else is collecting their child. EYFS parents must also inform the EYFS staff if a parent/carer is not collecting. An EYFS child will only be released to a non-parent/carer on password recognition and EYFS staff having been informed.

Should a child not be collected at the end of a session, the child will be cared for safely by an experienced member of staff. Every effort will be made to avoid causing the child any distress.

1. School staff will check for any messages relating to the failure to collect
2. School staff will attempt to contact parents/those authorised to collect
3. If unsuccessful, staff will work further through the list of contacts for the child
4. If unsuccessful one hour after the normal pick-up time, or by 5 p.m., whichever is later, and despite repeated attempts to contact appropriate persons, West Sussex Social Services will be contacted (The Late Room at the Junior School finishes at 5.00 p.m. therefore, parents who do not collect will be contacted at 5.10 p.m. and, should it be necessary, West Sussex Social Services will be contacted at 6.00 p.m.)
5. WSSS will endeavour to find a parent or other authorised person while two members of staff remain(s) with the child in the School/Nursery setting
6. Staff will not leave the school in order to look for the parent
7. Under no circumstances will School staff take the child home with them
8. If all measures fail, the child may be admitted into the care of the local authority in accordance with their advice and procedures
9. A full written report will be recorded in the child's file

For EYFS, if parents or those authorised to collect are unable to collect the child they must inform the School of the name, address and telephone number of the person who will be picking the child up. The School uses a password system for security.

Senior School pupils are allowed to leave independently at the end of the school day. However, Sixth Form and Year 11 pupils are allowed out at certain times during the school day with parental permission. They must sign in and out in the Foyer of the Senior School.

The Staff will take every precaution necessary to ensure the safety of the children whilst in school.

### **EYFS**

The staff will ensure that all access/exit doors, excluding fire exits, are secure and cannot be operated by children and that safety gates are in place where appropriate.

### **Junior and Senior School**

Staff will ensure that the children are not able to climb out of open windows; that any outside activity area is secure and supervised and that if walking out in the environment, the staffing levels are appropriate for the year group (*see trips policy*).

### **PROCEDURE**

In the unlikely event of a child being lost, the following procedure will be followed:

- The teacher responsible for the class will check the class register against the attendance register for that day to confirm that a child is missing. The teacher in charge must then send a message to the Deputy Headmaster/Senior Teacher (JS) or in their absence a member of the management team.
- Staff will ensure that the child is nowhere else in the building or in the outside area, including the toilet areas.
- A member of staff will search beyond the building in the road and if necessary check the CCTV.
- The children will be asked if they have seen the particular child.
- If a child is missing the parents will be contacted by the Headmaster or Deputy Headmaster after a thorough search of the school and grounds, within 10 minutes for the Junior School and within 30 minutes for the Senior School
- The police will be alerted following all procedures being followed and the certainty that the child is not on the premises and that the child has not been taken by the parent with no record being made.
- A decision will be taken in accordance with the School's Safeguarding policy as to whether the School should also contact children's social care in line with local procedures.

**It is important not to alarm the other children. It is also important to ensure that the attendance register is completed twice daily, that any telephone messages regarding absent children are noted and that any parent collecting a child early, in the case of the Junior School, informs a member of staff before a child leaves the premises.**

If a pupil is missing away from the School, the member of staff in charge will:

- attempt to contact the pupil
- check with other pupils and ask them if they have any knowledge of the missing pupil's whereabouts
- contact the venue or the people the pupil had visited, if applicable.

If the pupil is not found, the member of staff must contact the Deputy Headmaster/Senior Teacher (JS) or in their absence a member of the management team who will advise on the appropriate course of action, including contacting the pupil's parents, hospitals, MASH and the police.

A written record will be kept by Assistant Head (Pastoral) of any incident of a missing pupil including the pupil's name; relevant times and dates; action taken; whether the police or MASH were involved; the staff involved and the outcome of the incident.

### **Related documents:**

Trips Policy

**MISSING CHILD POLICY AND PROCEDURES**

Authorised by Chair of Governors 11/10/16

Signed copy held by Clerk to Governors