

St. Anne's Preparatory School
Missing Child Procedure – Reviewed December 2015
(This policy also applies to EYFS)

Aims

- To minimise the possibility of a child being lost at school.
- To minimise the possibility of a child being lost on an education visit.
- To outline the procedures that should be followed in the event of a child being lost at school.
- To outline the procedures that should be followed in the event of a child being lost on an educational visit.
- To follow up a child having been lost at school or on an educational visit.
- To include policy for arrangements when the child is not collected.

Minimising the possibility of a child being lost at school

Most children are brought to school by their parents. Very few arrive independently and this minimises the possibility of them becoming lost on the way to school.

Children are discouraged from arriving at school before 8.20 a.m. If they do parents should stay with them on the terrace until the member of staff arrives on duty at 8.20 a.m. From 8.30 a.m. onwards a member of staff is on duty at the front gate and parents are asked to leave their children. The bell rings at 8.45 a.m. for the start of the school day and the side gate is locked at this time.

All children are registered between 8.45 a.m. and 9.00 a.m. and registers are returned to the office by the end of assembly. Parents are asked to telephone the school in advance if their child will be absent and they haven't already given notice about this.

Registers are formally taken again at the beginning of the afternoon session. Form teachers should check with the office if a child is unexpectedly not present for the afternoon session. Any children who go in and out of school during the course of the day for appointments or the like are recorded in the signing in/out book. If the child cannot be accounted for, follow the procedure outlined below.

Staff should check whether all children are present at the beginning of each lesson (this need not be done with a formal register) and if not, establish whether the child has been in school that day.

The front door is fitted with a security keypad fitted with a code which is only known to adults working in school. The back gate is locked when the bell rings at 8.45 am. Staff are asked to be vigilant about any open doors and gates and ensure that they are closed immediately. Any child seen leaving the premises unaccompanied should be challenged.

Form teachers should be present either on the terrace or the playground to see their class out at the end of the school day. A member of staff is on duty at the gate to the terrace from 3.40 pm to ensure no child leaves without their respective parent/carer.

After school clubs and after school care should check that the expected pupils are present at the beginning of the activity and if all children are not present they should establish whether the child has been in school that day. If anyone is missing office staff must check the

whereabouts of the child as outlined below but checking first with the form teacher as to whether they saw the child being collected after school that day and by whom. It is usually the case that the child has been collected instead of attending a club but this mustn't be assumed.

If parents wish children to cycle to or from school unaccompanied they must advise the Head in writing. Form teachers receive a copy of the letter acknowledging this arrangement.

Minimising the possibility of a child being lost on an educational visit

Please refer to the **Educational Visits Policy** for further details. We will adhere to our child staff ratios at all times. The teacher in charge of the visit will have an accurate list of all children on the visit. All children need to be counted frequently throughout the visit, especially when they are regrouping after a visit to the toilets or a shop etc. Depending on the nature of the visit, group leaders will also take responsibility for ensuring that their group is accounted for. Children should also be encouraged to take responsibility for each other and notice if someone is missing.

All the children and adults are given an important briefing before an educational visit. All children should be reminded about remaining with their group leader or within designated area.

Procedure if a child is lost at school

- Establish whether the child has been in school that day or whether they have gone on a legitimate visit and have signed out.
- Check with the office whether they know if the child has left the premises.
- Check that the child is not in a peripatetic lesson, an activity or in after school care.
- Without causing undue alarm, establish where the child was last seen; try to verify this with an adult rather than just child's word.
- Ensure that the rest of the children are safe whilst a thorough search is conducted of the premises, inside and out. Check everywhere, including unlikely areas, in cloakrooms, toilets, etc. – anywhere a child could hide.
- Check all available exits.
- If all possibilities have been explored and the child cannot be accounted for, the Head must be informed and the parents must be phoned. If the parents cannot account for the whereabouts of the child it will be necessary to phone the police. It will be helpful to know when and where the child was last reliably seen.

Procedure if a child is lost on an educational visit

- Establish where the child was last seen and with whom.
- Inform the visit leader.
- If in groups, check with all the other groups to see if the child has joined a different group.
- Ensure that the rest of the children are safe whilst a thorough search is conducted of the area.
- Depending on the location of the visit, the visit leader should inform any relevant authorities for their assistance in locating the missing child. E.g. An information point, Centre staff etc.
- The visit leader should inform local police or other authority e.g. coast guard.

- The visit leader should contact the Head of school to inform of the situation and the action taken.
- The visit leader should liaise with the Head about contacting parents and should inform the Head immediately the child is found.

To follow up a child having been lost at school or on an educational visit

Once a child has been found it is necessary to establish how the child was lost to minimise the likelihood of the event recurring.

If the child was lost at school, the Head will conduct an investigation into how this occurred and will address any matters arising from this.

If the child was lost on an educational visit the leader will need to prepare a report for the Head on the circumstances regarding the incident. The Head will address any issues arising from this and amend the Educational Visits Policy if required.

ST. ANNE'S PREPARATORY SCHOOL

Child Collection Policy – October 2016

This policy also applies to EYFS

Your child's wellbeing is of paramount importance to the staff of the school, therefore, procedures for collecting children are as follows to ensure your child's safety.

No children will be released from our care if staff are not informed of the person collecting the child.

Admission information

When your child starts at the school, you will be asked to fill in some information about your child. We will ask for details about the person/people who will be collecting your child. This information can then be used to identify the designated person(s).

Password

Before starting school you will be asked to complete a password proforma for your child. It is important that this proforma is given to the school and that only the people you wish to collect your child know the password.

School finishes at 3.20 p.m. for Pre-Prep. and 3.40 p.m. for Prep. If any parent is aware that they will be slightly late for collection they should phone the school number 01245 353488, notify the staff of estimated time of arrival and explain the reason for delay. The child will be signed into After School Care until the parent's arrival.

If you wish another person to collect your child – usual practice should be that this person is well known to the staff and child and will be a person who is already named on your contact details. Parents should notify staff when dropping off children in the morning. If you make the decision during the school day, please phone the school with the name, description of the

person and ensure they have the correct password for your child. The staff will only allow children to go with an adult who can give the password and meets the description.

School Collection Procedure

The staff will look after the child for 10 minutes – just in case of an unexpected delay due to traffic etc.

If the child is not collected after 10 minutes – the staff will phone the parent and ask them to arrange someone else to collect as soon as possible (see above for procedure) or arrange for the child to be looked after at school for an agreed period of time. The child should then be signed into After School Care. If the parent cannot be contacted staff will phone other contacts and ask them to arrange for someone else to collect as soon as possible (see above for procedure) or arrange for the child to be looked after at school for an agreed period of time.

Child not collected from After School Sporting Activities

The staff will look after the child for 10 minutes – just in case of an unexpected delay due to traffic etc.

If the child is already at school the above school collection procedures will be followed.

If the child is at a venue other than school, the staff will phone the parent and advise them that the child will be returned to school and the above School Collection procedure will be followed.

Child not collected from After School Care

If a child is not collected from After School Care the above procedure will be repeated for up to 1 hour. This will incur an additional charge of £5 per 15 minutes overdue. After 1 hour the member of staff on duty will contact Chelmsford Local Authorities Safe Guarding Officer (01245 435167) for advice. This will probably lead on to staff contacting the police (01245 491491) and Social Care who would be able to advise further.

Through all of this time the child will be reassured, encouraged to play/read/draw and will be given food and drinks as appropriate to the time of day.

Suitable person / Identification of Individuals

If staff feel that the parent/carer collecting a child may be under the influence of either alcohol or drugs and the safety and the wellbeing of the child may be compromised, the staff must contact a member of the Senior Management Team. The member of the Senior Management Team will assess the situation and if they feel that the parent/carer appears unable to take responsibility for the child they will take appropriate action. This could include contacting another member of the family to collect the child. If another family member is not available then Children's Social Care or the Police will need to be contacted.

It is important that you ensure that we have up to date and enough emergency contacts to ensure that we can always contact someone and send the child to an environment where they will be well looked after in an emergency.