



**ALLEYN COURT
PREPARATORY SCHOOL
EYFS**

MISSING CHILD

COMPILED BY: Head of Pre Prep
VERSION 10 – January 2023
DATE FOR NEXT REVIEW : January 2024



ALLEYN COURT PRE-PREPARATORY SCHOOL

MISSING CHILD

POLICY STATEMENT

Children's safety is the highest priority at all times both on and off the premises. Every attempt is made through carrying out the outings procedures, risk assessment and the Exit/Entrance Procedures to ensure the security of children is maintained at all times.

There are a limited number of situations where a child can be lost and these are:

- Where a child wanders off on a Pre-Prep outing.
- When a child is taken from a Pre-Prep outing.
- Where a child escapes from the garden or playground.
- Where a child hides within the Pre-Prep.
- Where a child is taken from the Pre-Prep by an unapproved adult.

Should a child become lost the following actions should be taken:

- Alert the teacher in charge/ Head of Pre-Prep who will make enquiries to relevant members of staff as to where and when the child was last seen. At Thorpe Bay the main office should be immediately alerted so that further help can be enlisted for the search.
- Remember the safety of the other children with regard to supervision and security.
- Check the register to ensure that no other child is lost.
- After ensuring that the remaining children are sufficiently supervised and secure, one or preferably more members of staff should search the building, gardens and immediate vicinity.
- If the child is not found, then the Head of Pre Prep or member of the Senior Leadership Team (SLT) should be informed immediately.
- If, after thorough searching, the child is still not found the Police should be informed immediately.
- At this stage the child's parents/carers will be telephoned. Further action beyond this shall be taken in consultation with the parents/carers.

- Continue to search, opening up the area and keeping in touch with mobile phones or radios if available.

During this period, staff will maintain as normal a routine as is possible for the rest of the children in Pre Prep.

- The Head of Pre Prep or a member of SLT will be responsible for meeting the Police and the missing child's parent/carer. The Head of Pre Prep or member of SLT will co-ordinate any actions instructed by the Police, and do all she/he can to comfort and reassure the parents/carers.

Actions to be followed by staff if a child goes missing on an outing

- An immediate head count would be carried out in order to ensure that all the other children were present.
- An adult would search the immediate vicinity.
- Contact the venue manager and arrange a search.
- The Party Leader should assess the situation re:
 - Remaining at the venue
 - The possibility of taking the remaining children back to school
 - Number of staff remaining at venue / returning with children
- Inform the school office by mobile phone.
- The Head of Pre Prep or a member of SLT should ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the venue/ the school at once.
- Contact the Police
- Media queries should be referred to SLT.

When the situation has been resolved, members of staff should review the reasons for it happening and put in place measures to ensure that it does not happen again. In cases where either the police or social services have been informed, the relevant body (Ofsted/ISI) will be informed as soon as is practical.

Parents will be informed if their child was temporarily missing during the school day.

Staff who have been involved in issues of lost children are entitled to support counselling.

The incident should also be recorded under the child's Day Book on Schoolbase and shared with relevant staff.

Head of Pre-Prep January 2023