



# Grange Park Prep School

## Missing Child Policy

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<b>Reviewed by:</b>	Flavia Rizzo 13 <sup>th</sup> September 2021
<b>Next review date:</b>	September 2022

This policy applies to the whole of Grange Park Prep School, which also includes the Early Years Foundation Stage.

## **POLICY STATEMENT**

At GPPS we have the highest regard for the safety of all the children in our care from the moment they arrive at school to the moment they leave. Staff are always aware of the potential for children to go missing during teaching sessions at school and when off site for games or educational visits. Even when all precautions are properly observed, emergencies can still arise. Below are the current systems in place to minimize the risk of a child going missing and the procedure staff should carry out if a child does go missing.

## **PROCEDURES**

Systems in place to minimize the risk of a child going missing

- Registers – taken AM and PM.
- Members of staff in rooms – must make themselves aware of attendance.
- Security of the building – CCTV cameras monitored from office
  - Side-gate requires code. It is closed during school hours and from that time is only opened by the office.
  - Playground gate opened at 8:30am and shut as soon as parents have left. Re-opened at 3:30pm.
- In the morning staff are on duty at both entrances to the school until the gates are shut.
- Children will only be released to the parent/carer. They will be released to other known adults with permission from the parent.
- When moving to different areas of the school – children should be supervised.
- Toilet breaks – permission must be requested from teacher
  - children to use the nearest toilets.
- Dismissal procedure – all classes are dismissed by a member of staff.
- Nursery children must always be accompanied by an adult.
- When teachers other than form teachers take a class (for example Dance, Drama, Music, French, PE) a quick head count should be taken. Any absentees should be checked with the class and recorded.
- After School Clubs - a register is taken at the beginning of each club.
  - each child is then handed over to parent/carer.

## **PROTOCOLS**

### **When a child goes missing on the premises:**

- The member of staff who has noticed that the child is missing will notify the most senior member of staff.
- Check the register to make sure that all other children are accounted for.
- A thorough search will be carried out of both buildings and playground area.
- If the child is not found within 10 minutes, the parent/carer will be informed and the police contacted by the office/ Headteacher / Deputy Headteacher.

- The DSLs will speak to staff involved to find out when and where the child was last seen. This must be recorded (see below). If these members of staff are not on site, the most senior member of staff must take on this role and alert the DSL/s of the situation.
- When the Police and parents/carers arrive, the DSL/s will be responsible for appraising them of all the information in respect of the missing child and what action should be taken.
- A full written account of the incident must be produced by the DSL/s on the **SAME DAY**.

#### **When a child goes missing on a school trip:**

Systems in place to minimize the risk of a child going missing:

- Correct ratio of adults to children – see Educational Trips Policy
- Trip risk assessment
- Regular head counts by Group Leader
- Children will be supervised at all times by a member of staff or a volunteer helper.
- Clear instructions given to:
  - a) accompanying staff/helpers
  - b) children as to where to go/ who they should speak to if they get lost.

If a child goes missing on a trip:

- Group Leader to inform a member of staff at the trip premises.
- Group Leader to stay with the rest of the children and to give the members of staff at the premises a full description of the child. The staff will then follow their own missing child procedure.
- Group Leader to call GPPS to alert the Headteacher and Deputy Head.
- The premises and the surrounding areas will be thoroughly searched.
- If the child is not found, the parent/carer will be informed, the police and the DSL/s will be contacted.
- When the Police and parents/carers arrive, the Group Leader of the trip will be responsible for appraising them for all the information in respect of the missing child and what action should be taken.
- A full written account of the incident must be produced by the DSL/s on the **SAME DAY**.

#### **IMPORTANT CONTACT NUMBERS**

Emergency Services: 999

International Emergency 112

Enfield Police Station Telephone: 0300 123 1212 (Opening Hours: 24 hours a day)

#### **PARENT/CARER CONTACT DETAILS**

Details regarding the relevant address/es and phone numbers for each child will be requested at the beginning of each academic school year. A copy of parent contact information must be taken on all trips.

**This policy will be reviewed after every major incident / accident to ensure the policy and procedures are effective.**