



Policy on Missing Children and Failure to Collect Children at the Appointed Time

This policy is made available to all parents, prospective parents, staff and prospective employees of Hurlingham School on our website, and a hard copy can also be viewed at our School Office.

This policy applies to all activities of Hurlingham School, including the Early Years Foundation Stage.

1. Introduction

The welfare of all of our children at Hurlingham School is our overriding priority. Every adult who works at the school has been trained to appreciate that he or she has a key responsibility for helping to keep all of the children safe at all times. Our staffing ratios are generous and are deliberately designed to ensure that every child is supervised the whole time while he or she is in our care.

2. Information for parents

Our website provides parents with a general overview of the details of our arrangements for:

- handing over children to the care of their parents at the end of the day
- supervising the children whilst they are in school
- registering the children in both the morning and afternoon
- the physical security measures which prevent unsupervised access to or exit from the building

Further information is detailed in specific policies which are also available to existing and prospective families on the website or on request from the School office.

Details of the qualifications of our staff are also available on our website.

Our enhanced supervisory arrangements for outings involving our youngest children are set out in the Educational Visits Policy which is also available to existing and prospective families on the website or on request from the School office. We review this policy at least once a year in order to satisfy ourselves that it is robust and effective. All new members of staff receive a thorough induction into the importance of effective supervision of very young children and are given clear guidelines for behaviour.

3. Actions to be followed by staff if a child goes missing from the School

Whilst we are confident that our supervisory arrangements are robust, the following procedures are designed to ensure that should a child become missing, he or she is found and returned to effective supervision as soon as possible. If a child was found to be missing, we would carry out the following actions:

- Take a register in order to ensure that all the other children were present
- Inform the Head of Early Years (if the missing child was in Reception), the Headmaster and any or all of the Heads of Section
- Ask all of the adults and children calmly if they can tell us when they last remember seeing the child
- Occupy all of the other children in their classroom
- At the same time, arrange for one or more adults to search everywhere within the School, both inside and out, carefully checking all spaces, cupboards and washrooms where a small child might hide
- Check the doors, gates and CCTV for signs of entry/exit

If the child is still missing, the following steps would be taken:

- Inform Designated Member of Staff
- Ask the Headmaster or one of the Heads of Section to ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the school at once
- The Designated Member of Staff would notify the Police
- The Headmaster would arrange for staff to search the rest of the school premises and grounds
- If the child's home is within walking distance, a member of staff would set out on foot to attempt to catch up with him/her
- The Designated Member of Staff would inform the Local Children Safeguarding Board

- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care
- Inform the School Principal
- IAPS would be informed
- The Insurers would be informed
- If the child is injured a report would be made under RIDDOR to the HSE

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

4. 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
- The remaining children would be taken back to school
- Inform the Headmaster and the Designated Member of Staff by mobile phone
- Ask the Headmaster to 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 or to the school at once
- Contact the venue Manager and arrange a search
- Contact the Police
- The Designated Member of Staff would inform the Local Children Safeguarding Board
- The School would cooperate fully with any Police investigation and any safeguarding investigation by Social Care
- Inform the School Principal
- IAPS would be informed
- The Insurers would be informed
- If the child is injured a report would be made under RIDDOR to the HSE

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

5. Actions to be followed by staff once the child is found

- Talk to, take care of and, if necessary, comfort the child
- Speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing
- The Headmaster will speak to the parents to discuss events and give an account of the incident
- The Headmaster will promise a full investigation (if appropriate involving Social Services/ Local Children Safeguarding Board)
- Media queries should be referred to the Headmaster
- The investigation should involve all concerned providing written statements
- The report should be detailed covering: time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, [the purpose of the outing], the length of time that the child was missing and how s/he appeared to have gone missing, lessons for the future.

6. Procedures to be followed by staff when a child is not collected on time.

If a child is not collected within half an hour of the agreed collection time, we will call the contact numbers for the parent or carers. If there is no answer, the teacher or one of the office staff will begin to call the emergency numbers for this child.

During this time, the child will be safely looked after.

If there is no response from the parents' or carers' contact numbers or the emergency numbers when the premises are closing, the Headmaster 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. We will make a full written report of the incident.

We undertake to look after the child safely throughout the time that he or she remains under our care.

Date created: Autumn 2009

Date of last review: June 2017

Date for next review: June 2018