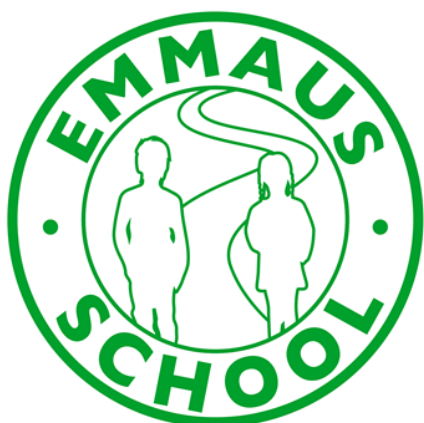


# Missing Child Policy



## EMMAUS SCHOOL

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This policy is applicable to all pupils, including those in the EYFS.

### **Child Missing While in the Care of the School**

The class register is taken at the start of the morning and afternoon session.

In the eventuality of a child going missing, the priority should be to act swiftly and ensure that the rest of the group is safe and adequately supervised at all times and kept together.

1. Remain calm and do not panic.
2. Class teacher to inform headteacher and school office as soon as possible.
3. The headteacher will delegate staff to search the inside and outside of the building as far as the perimeter wall/fence.
4. If it is confirmed that a child is missing, the police and parents will be informed, **as soon as possible and no later than 20 minutes after child reported missing.**
5. Teachers will continue the search.

### **After the event**

1. A full report will be written up by staff involved providing a full, factual account of the incident as soon as possible.
2. Headteacher will inform ISI by phone on the day and follow up in writing within 24 hrs.
3. The Leadership team will write up a risk assessment review and this review will aim to look for improvements to this procedure and avoid any further occurrences of the incident.
4. No member of staff is to speak to the media and name of those involved should not be given to the media. No member of staff should discuss legal liability or anything relating to accountability with the families.

### **Child missing from outings**

In the eventuality of a child going missing, the priority should be to act swiftly and ensure that the rest of the group is safe and adequately supervised at all times and kept together.

1. Remain calm and do not panic.
2. Inform team member and the outing leader of the missing child as quickly as possible.

**Effective September 2017**

3. Gather all groups together and carry out a headcount against the outing's register.
4. Establish a safe place to assemble where the children can be adequately supervised and kept together.
5. Outing leader to organise a search party of the immediate premises.
6. If established that the child is missing notify appropriate emergency services (police or security, the centre and parents. This should be done as soon as possible and no later than 20 minutes after child reported missing.
7. Details of the incidents to pass on to the centre include:
  - nature, date and time of incident
  - location of incident
  - names of missing children
  - names of others involved so that parents can be reassured
  - action taken so far
  - action yet to be taken (and by whom)
  - a number for constant flow of communication should be provided, try not to rely solely on mobile phone
  - centre should notify parents, providing as full a factual account of the incident

#### **After the event**

1. A full report will be written up by staff involved providing a full, factual account of the incident as soon as possible.
2. Headteacher will inform ISI by phone on the day and follow up in writing within 24 hrs.
3. The Leadership team will write up a risk assessment review and this review will aim to look for improvements to this procedure and avoid any further occurrences of the incident.
4. No member of staff is to speak to the media and name of those involved should not be given to the media. No member of staff should discuss legal liability or anything relating to accountability with the families.

#### **Uncollected Child Policy**

From time to time, parents are unavoidably delayed and this can be a stressful and upsetting situation for the child. It is important that staff are calm and reassuring.

#### **Contact Details**

Effective September 2017

On admission of their child to the school, parents should supply:

- Names and full addresses of parents/carers (and confirmation of parental responsibility);
- Home and work telephone numbers;
- Mobile phone numbers where appropriate;
- Two emergency contacts who may be called in the event of the parents/carers being unobtainable or in the case of an emergency
- This information should be updated annually or whenever circumstances change.
- It is the parent/carer's responsibility to ensure that the pupil is collected by a responsible person.

### **Collection of pupils**

Pupils will normally be collected from school by their parents, and the school must be informed by the parents if they make other arrangements for the collection of their child. If a child is to be collected by a person unknown to the staff this must be by prior arrangement only. If an individual unknown to the staff, (even if known by the child) attempts to collect a child from school the following procedure should be followed:

- Contact the parents to confirm that permission is granted
- If this is not successful, the other named people from the pupil's emergency numbers list will be contacted.
- If this is not successful, the child will be looked after by no less than 2 suitably experienced and qualified practitioners who are known to the pupil, until contact has been made with either the parents or emergency contact.
- If no contact is made within one hour of the appointed collection time, the school will contact Social Services Department and inform ISI/Ofsted.
- Up until the time the pupil is collected or handed into the care of Social Services, they will be cared for by no less than 2 suitably experienced and qualified practitioners who are known to the pupil.
- The pupil will receive a high standard of care in order to cause as little distress as possible.

### **Procedures when parents are late at the end of the school day.**

- In most situations parents notify the school if they are going to be late and a message is relayed to the pupil. No less than 2 suitably experienced and qualified practitioners who are known to the pupil will care for the pupil until parents arrive.
- When parents have been unable to contact the school, all reasonable attempts will be made to contact the parents (or emergency contacts).

- If contact is made the pupil will stay at school with no less than 2 members of staff, until collected.
- Staff may agree with parents, once contact has been made, that an uncollected pupil may be sent home independently. Staff will make a judgement based on the age and maturity of the pupil.
- If no contact is made within one hour of the appointed collection time, the school will contact Social Services Department and inform ISI/Ofsted.
- Up until the time the pupil is collected or handed into the care of Social Services, they will be cared for by no less than 2 suitably experienced and qualified practitioners who are known to the pupil.
- The pupil will receive a high standard of care in order to cause as little distress as possible.

A full written report of the incident will be made to the Headteacher and relevant DSL in the event that the pupil is handed into the care of Social Services.