MISSING CHILD POLICY

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Policy Statement

Eaton House Schools has robust procedures in place to minimise the risk of a child going missing during the School day, which includes School day and residential trips and sports fixtures. The welfare and safety of pupils is paramount.

This policy includes pupils in the EYFS.

Registration

Formal registration takes place by:

Eaton House the Manor Nursery	09:10 and 14:00
Eaton House the Manor Girls'	08:45 and 13:30
Eaton House the Manor Pre-Prep	08:45 and 13:30
Eaton House the Manor Prep	08:55 and 14:10
Eaton House Belgravia Nursery	09:00 and 14:00
Eaton House Belgravia Pre-Prep	09:00 and 14:00

If a child is missing from morning registration and the parent has not informed the School that the child is absent and the reason of absence the School will follow up with a call to the parent/carer as close to 9 am as possible. The call is made by the School staff and the register is updated. If the parent/carer is unable to be reached by 9.30 am, the School staff will communicate the parents by all means possible and this will be escalated to the Head Teacher/Deputy Head Teacher.

Morning registration procedures are in place to ensure that the School is made aware promptly that a child may have gone missing on the way to School. Afternoon registration procedures are in place to ensure additional headcount is in place and again to ensure all pupils are accounted for whilst at School.

Security

No unauthorised persons are permitted in the School. All visitors must sign in at reception and be accompanied by a staff member at all times. Any visitors who are wearing a visitor lanyard and are not accompanied by a staff member or any unauthorised person onsite will be challenged by a staff member and escorted back to reception. Where there is a visitor who has been DBS checked and authorised by the School to be onsite without being escorted by a staff member, the visitor will need to wear a School lanyard which states DBS checked.

The entrances at the front of the Schools have a door entry system and a holding area to prevent unauthorised entry into the School.

No child may be permitted to leave with an adult who has not been authorised to collect. If the parent/carer has arranged for another adult to collect their child this must be provided in writing with the person's full name, to the form teacher. If arrangements have been made for another parent to collect the child, the same procedures are followed.

At drop-off and collection, the doors and gates are manned by School staff. This is to prevent unauthorised persons entering the School as well as children leaving unaccompanied.

Supervision Whilst on Outings

Robust procedures are in place for School outings which includes sports fixtures. Staff to pupil ratios are in place whilst on School outings. A head count is taken before leaving the School building, on the coach/minibus if travelling by transport, throughout the day particularly when moving around a venue and on arrival back at School.

When on School trips the staff lead will have received and reviewed the venue's risk assessment prior to the visit. Children are supervised at all times throughout the outings by School staff. On occasion parent volunteers accompany the School trip but volunteers are never left on their own with children. Volunteers are also informed of the risk assessment which provides the risk and mitigations.

Missing Child at School

We aim at all times to keep children safe and secure whether on School premises or in our charge off site. We take all reasonable precautions to ensure the safety of the children.

If a child goes missing from the School

In the event that a child goes missing from School we shall follow the procedures outlined below.

- Alert the Head or Deputy Head Teacher, who will make enquiries of relevant staff members as to when the child was last seen and where.
- The School secretaries will check the signing out book to establish whether the child has been collected from School and if this was the child's authorised parent/carer. Inform the Head/Deputy Teacher.
- The Head Teacher/Deputy Head Teacher will delegate to appropriate staff members who will undertake a thorough search of the building and outside area.
- The register is checked to make sure no other child has also gone astray.
- Doors are checked to see if there has been a breach of security whereby a child could wander out of the School building
- The CCTV footage at reception is checked to see if there has been a breach of security whereby a child could wander out of the School building
- Head Teacher or Deputy Head Teacher talks to staff to establish what happened
- If the child is not found the parent is contacted and the missing child reported to the police immediately.
- The Critical Incident Management Team are put in place.
- The School office make available the photograph of the child (from the School database) and their description.
- Continue to search, opening up the area, and keeping in touch via mobile phone.

If a child goes missing from an outing

In the event that a child goes missing on a School outing, the School will follow the procedures outlined below.

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One staff member searches the immediate vicinity but does not search beyond that.
- The person in charge of the outing takes the lead.
- The staff lead will ensure that the rest of the staff remain with the children and that they are in a safe place and children are supervised.
- The staff lead will alert the management/security of the organisation/School being visited that a child is missing. The staff lead to provide a description of the child. In an

indoor venue the staff lead liaises with the venue's security who will handle the search.

- Staff lead to contact School office to inform them of the missing child.
- Head Teacher/Deputy Head Teacher informed immediately.
- If the child is not found after 15 minutes the staff lead must call the police.
- The remaining children to be taken back to School.
- The Head Teacher contacts the child's parents who makes his/her way to the School or outing venue as agreed with the Head Teacher.

The Investigation

- The Principal and/or Head Teacher carries out a full investigation taking written statements from all staff present at the time, or who were on the outing.
- The key person/staff member writes an incident report detailing:
    1. The date and time of the report
    2. What staff/children were in the group or outing
    3. When the child was last seen in the group or outing
    4. What has taken place in the group or outing since then; and
    5. The time estimated that the child went missing.
- Collecting information from any other relevant adult witness, including officials from the venue where the child has gone missing off-site.
- Discussions, as appropriate with pupils.
- Assessing the effectiveness of risk assessment procedures.
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff.
- Social Services may be involved if it seems likely that there is a child protection issue to address.
- The incident may require reporting to ISI, in respect of RIDDOR or any other official body.

Follow-Up

Implementing any subsequent actions resulting from the investigation. Informing staff and implementing the necessary measures.

Head of Wellbeing to provide support to any children, staff and parents who may have been affected by the incident.

Appendix A Procedures for when a child is not collected from School

In the event a pupil is not collected at the end of a School day, the following procedures are put in place:

Nursery

- The form teacher will double-check if there has been a change to the normal collection routine.
- The form teacher will inform the Head Teacher or Deputy Head Teacher immediately.
- If no information is available, parents are contacted at home or work. All reasonable attempts will be made to reach parents or carers.
- The pupil will be supervised at all times while waiting for collection.
- If parents or carers cannot be contacted, the authorised emergency contact listed in the School system will be contacted.
- The pupil will not leave the premises with anyone other than those named as authorised contacts in the School system unless permission from a parent has been granted.
- Members of staff are not permitted, under any circumstances, to take the child to their home.
- If all attempts to contact parents, carers, or emergency contacts are unsuccessful, social services, out of hours or police will be contacted.
- A full report of the incident will be recorded on CPOMS.

All other Schools (EHB, EHTM Girls, Pre-Prep and Prep)

The procedures outlined above will be implemented alongside the additional procedures detailed below.

- If the children are not collected at their dismissal time, they will be supervised in the homework club as appropriate
- At Eaton House the Manor, when clubs and homework room end at 5:00 p.m. children will be taken to Vesper club which runs until 6:30 p.m.

Appendix B Procedures in the event of a pupil not being collected from a School bus

- All children are handed over to their authorised parent/carer upon drop-off.
- Children may only walk home independently if wearing a yellow button.
- If a parent/carer does not collect the child the driver must call the relevant School office immediately.
- For **Eaton House The Manor pupils**, the Manor School office must be contacted.
- For **Eaton House Belgravia pupils**, the Belgravia School office must be contacted.
- The School secretary/receptionist will contact the parents/carers.
- The bus can only wait until 4.30pm.
- Pupils not collected must be taken back to their respective School.
- The driver must ensure a proper handover to a responsible staff member at the School.
- The Head Teacher and Deputy Head Teacher must be informed of the situation.