



Keble Prep Missing Child Policy

Aims

The first of the school's aims is to provide a happy, **safe** and caring environment and the safety and welfare of the boys is paramount.

Objectives

The school is responsible for minimising the risk of missing children and acting appropriately in the event that a child is identified as missing. The objective of the policy sets out our procedures for dealing with the unlikely event of a child going missing. A further objective is to provide the procedures in the event of a child not being collected from school at the end of the day.

This policy also applies to the EYFS.

Registration

In the morning each boy is registered in his form group and the appropriate codes are inserted into the school register for his class. A further check is then made by the School Office by 9.30am for all boys who are not registered and where no specific reason has been given to the school.

Each pupil is then registered again in the afternoon; this is taken either within the form group for boys in the Junior School or during lunch for those in the Senior School.

Risk Mitigation Procedures

- As stated above, staff mark registers promptly and accurately – mornings and afternoons. Details of the registrations are then followed up to check details of absent pupils.
- The school gates on Wades Hill are closed after pupils arrive at 8.45 a.m. The gates on Broadfields Avenue should be closed at all times, except for arrivals and departures of staff or vehicles. These gates are open for Breakfast Club before school in the morning but parents deliver the boys to the Hall in person and from there the staff keep the boys indoors and under close supervision at all times. Pupils should only leave the premises through the front gate unless they are travelling on a minibus to a fixture or an event. Both sets of gates can be monitored from the school office and the office staff should ensure they are closed.
- At the end of the Junior School day, the gates are opened. Teachers bring the boys in the Junior Building classes to the gates in the picket fence. The boys are not allowed through the gate until the member of staff sees a known parent or carer. Should someone else be picking up the boy a prior notice should have been given and the persons collecting should identify

themselves to the teacher. At this point the care of the child passes to the adult.

- Boys in the Harper Building classes are brought to a location by the garages. Once again they will not be released until the member of staff sees a known parent or carer.
- Senior School boys are dismissed from the cloakrooms and they make their own way to their parents. Some boys are allowed to walk home if their parents have written a request and then been given permission by the school. There will be a member of staff on duty who will see the boys off site or to their parents. When the duty finishes this member of staff should bring back to the lobby any boy not collected and close the gate.
- For break times, staff rotas to ensure that appropriate levels of supervision are in place at all times. Staff should ensure that the gates are closed.
- It is the responsibility of all staff to be aware of how many pupils are present at any time in lessons.
- Pupils who arrive late must sign in at the School Office or be signed in by their parents in the case of Junior School boys. Latecomers are recorded in the register; those who leave early must sign out at the School Office.
- All visitors to the school should sign in at the School Office. Visitor badges must be worn. When the visit is concluded they should also sign out. Boys who leave during the day for medical appointments etc. should also sign out in the school office.

Procedures in the event of a child going missing:

In the unlikely event that it is noticed that a child has gone missing the following procedures will be followed:

- A roll call for the class will be taken to ensure details are correct.
 - Staff will maintain safety and well-being of other children.
 - A message will be sent to the school office staff, who will check the registers, check for messages and inform the Head and Deputy Head. If both of these are absent then the Bursar should be informed. The Head will then lead and co-ordinate the next steps, listed below, and in his absence the Deputy Head.
1. Information with regards to the child's last sighting and potential whereabouts will be gathered.

2. The office staff will immediately check the CCTV records for these times. At the same time a systematic search of the school buildings will be co-ordinated by the individual leading the operation (as described above). This will include anywhere the pupil might hide: toilets, cupboards, classrooms, the Gym and its changing areas, sheds, Library and all play areas plus the Head's garden. The neighbouring streets up to the Green and round to the back of the school via Paulin Drive should be checked. A member of staff with a vehicle close to the school should follow a route towards the boy's home. Staff undertaking the search should bring their mobile phones reporting back progress.
3. If the child is not found after approximately 20 minutes, the Head or the Deputy will endeavour to contact the parents of the missing child by telephone. If the parents can be contacted they should be asked for any information of anywhere else their child may make its way to e.g. relatives, grandparents, and friends. They should be advised that the school will be contacting the emergency services and that a member of staff is searching the route that the child may have taken home.
4. If after approximately 10 minutes the parents have still not been contacted, the Head or his Deputy will contact the police.
5. Once police arrive all relevant information about the child will be given. The police will then take over the search.
6. Staff must try to remember and write down any descriptions of what the child was wearing and any distinguishing features. If the missing child has any special medical or learning needs then these need to be disclosed to police or other agencies.

Educational Visits

When on educational visits off the school premises, staff implement strategies to maximize the safety and security of the children in accordance with the Educational Visits Policy. Full risk assessments are carried out. The trip leader carries a list of all the children's names.

The number of children is checked regularly through frequent roll calls or head counts. Permission from parents / guardians is obtained for each trip. Mobile telephones are taken on every visit and mobile contact numbers are left at school on the trip information form.

In the event of a member of staff fearing that a child has gone missing while off school premises:

1. The Group Leader must ensure the safety of remaining pupils.
2. One or more adults should immediately start searching for the child.
3. The Group Leader should contact school to alert them.

4. If the child is not found within around 10 minutes, the Group Leader must contact police by telephoning 999.
5. The Group Leader should alert school that the police have been contacted and school will make arrangements to notify parents, after which the procedures described above will be followed
7. The Group Leader will remain with the police to comfort the child when found and maintain regular contact with the school.
8. The remaining staff will return to the school with the rest of the children if off-site.

Record of Events

For any occasion where a child has been deemed 'missing', the Head must keep a record of the events. This must include:

- Date, time and location of disappearance
Who was responsible for the care of the pupil at the time?
Circumstances surrounding disappearance
An accurate record of the time scale of events and when parents and emergency services were contacted
- How the situation was resolved

PROCEDURES FOR DEALING WITH A NON-COLLECTED CHILD

Boys should be collected in line with the procedures outlined above. If a parent has phoned the school office to advise they are running late then the form teacher will be contacted and arrangements for supervising the boy will be made. If the teachers concerned cannot supervise (e.g. a staff meeting) then the boy should be brought to the lobby, where a member of the office staff will supervise him.

If there has been no contact from parents to advise of late collection then they should be contacted by phone. Ideally by the form teacher, but if this is not possible, school office staff will assist. Arrangements will be made to supervise the boy. Office staff are on site until 5.00pm after which time there is a rota of senior managers to continue supervision until the boy is collected. If by that stage attempts to contact the parents have still not been successful then the member of staff involved will try to contact the other nominated persons on the database. If there has been no contact from the parents or other carers and it is later than 45 minutes from when the boy should have been collected, the police will be contacted as it becomes an urgent safeguarding concern. See dropping off policy for more information.

Evaluation and Review

The Head and SLT, considering the reasons for the event happening, will review the policy after any event of a missing child and revise measures if necessary

This policy and its effective implementation shall be reviewed by the SLT on a three-year cycle.

Links to Other Policies

This policy is linked to the Child Protection Policy, Dropping Off Policy, Educational Visits Policy and the Major Incident Policy.