



DANES HILL SCHOOL
STRONG & SAGACIOUS

MISSING CHILD POLICY & PROCEDURE

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

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1. Bevendean Procedures

If a child is found to be missing following a head count and is not immediately located in last venue e.g. playground after play:-

1.1 MINI TRANSITION AND TRANSITION

The Head of Year must be informed who then informs the Bevendean office/Head of Pre-Prep.

Depending on the time of absence:

- If the perimeter is secure, all Teaching Assistants assist with the search leaving teachers with classes
- If the gates are open, all available staff are asked to assist
- The Teaching Assistants in Transition Blue and Green search Michael's Building
- The Teaching Assistants in Transition Red and Mini Transition rooms search the main building and Transition building
- All Teaching Assistants check the outdoor area
- The Head of Pre-Prep should be informed immediately. The Head of Pre-Prep will then call the police and inform the parents

1.2 RECEPTION

The Head of Year must be informed who then informs the Bevendean office/Head of Pre-Prep.

Depending on the time of absence:

- If the perimeter is secure, all Teaching Assistants assist with the search leaving teachers with classes
- If the gates are open, all available staff are asked to assist
- The Teaching Assistants in Blue and Green Rooms search Michael's Building
- The Teaching Assistants in Red and Orange search the main building and Transition building.
- All Teaching Assistants check the outdoor area
- The Head of Pre-Prep should be informed immediately. The Head of Pre-Prep will then call the police and inform the parents

1.3 YEAR 1

The Head of Year must be informed who then informs the Bevendean office/Head of Pre-Prep.

Depending on the time of absence:

- If the perimeter is secure, all Teaching Assistants assist with the search leaving teachers with classes
- If the gates are open, any available staff are asked to assist
- The Teaching Assistants in Blue and Green Rooms search Michael's Building
- The Teaching Assistants in Red and Orange search the main building and Transition building
- All Teaching Assistants check the outdoor area
- If unsuccessful after 10 minutes, the Head of Pre-Prep should be informed immediately. The Head of Pre-Prep will then call the police and inform the parents

- It is important to carry out the initial checks as fast as possible without missing a hiding child who knows they will be in trouble when found

1.4 THE PADDOCK

If a child goes missing whilst at the Paddock, the whistle will be blown to bring all children back to 'Base Camp'. There will then be a headcount. A member of staff will stay with the children while the other member of staff will look for the missing child. The staff will also use their mobile phone to call the Bevendean office/Head of Pre-Prep immediately.

2. If a child goes missing on the premises during the school day in Years 2 to 8:

1. As soon as it is noticed that a child is missing the staff member alerts the Deputy Head Pastoral or another member of the School Leadership Team (SLT) immediately.
2. All other teachers in the vicinity of the teaching area are also alerted.
3. The most senior member of staff, who does not have immediate teaching responsibilities arranges for:
 - a. The register to be checked to make sure the child is not absent with the School's knowledge.
 - b. The register to be checked to make sure no other child has also gone astray.
 - c. A check is made of key areas such as the peripatetic music rooms, LAMDA rooms, toilets, Medical Centre and the Learning Support area.
 - d. CCTV footage of entry and egress points is reviewed.
4. If the child has still not been found a member of the SLT (or Head's PA) will put out a search of the school grounds using the search cards kept in the Head's PA's office. A search of the school grounds will be carried out, co-ordinated by the SLT. The school has been divided into 13 specific areas and any available members of staff will be asked to take a card and search that area. (The school nurse's telephone number is quoted should you need it.)
5. If the child has not been located after the above steps, the Deputy Head Pastoral or the member of SLT leading the search will call the Police and contact the parents/guardian. This contact should be made no later than 20 minutes after the child has been discovered missing, regardless of other checks being completed.
6. The following actions will be taken by the Deputy Head or an alternative member of the SLT:
 - a. Instruct the Estates Manager to ensure site security.
 - b. Speak to staff.
 - c. Talk to the pupils who last saw the child.
 - d. Liaise with the Police.
7. Whilst the child continues to be missing, the Police will lead any further investigation.
8. The Senior Leadership Team (SLT) carries out an investigation once the Police investigation is completed. A Major Incident Report is completed by the Head or the Deputy Head Pastoral and Governors are informed.

3.EYFS AND MAIN SCHOOL PUPILS

If a child goes missing on an outing;

1. 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.
2. One staff member searches the immediate vicinity and any other search area they deem reasonable.
3. The Deputy Head Pastoral/ Head of Bevendean or another member of the SLT is contacted immediately to report the incident.
4. The lead member of staff on the trip then:
 - a. Checks the Trip Register to confirm that no other child has also gone astray;
 - b. Contacts appropriate external staff (e.g. museum security) to assist and widen search and review CCTV footage if available.
5. If the child has not been located after the above steps, the Deputy Head Pastoral / Head of Bevendean or SLT member coordinating the response at school will call the Police and contact the parents/guardian. This contact should be made no later than 20 minutes after the child has been discovered missing, regardless of other checks being completed.
6. The following actions will be taken by the lead staff member:
 - a. Speak to other staff on trip.
 - b. Talk to the pupils who last saw the child.
 - c. In conjunction with the Deputy Head Pastoral or SLT member coordinating the response, liaise with the Police.
7. Whilst the child continues to be missing, Police will lead any further investigation.
8. Staff take the remaining children back to School or to the accommodation if on a residential trip with a member of staff staying to support with investigation and identification.
9. The SLT carries out an investigation once the Police investigation is completed. A Major Incident Report is completed by them and Governors are informed.

The Investigation

- Staff keep calm and do not let the other children become anxious or worried.
- The Deputy Head Pastoral / Head of Bevendean or SLT member coordinating the response takes the responsibility to speak with the parents/guardian.
- SLT carry out a full investigation taking written statements from all the staff in the room/class or who were on the outing.
- The Head, Deputy Head Pastoral or SLT member coordinating the response should agree the parameters of the investigation at its outset.
- The staff member who discovered the missing child writes an incident report detailing:
 - The date and time of the report.
 - What staff and children were in the group, class or outing and the name of the staff designated responsible for the missing child.
 - When the child was last seen.

- What has taken place in the group, class or outing since the child went missing.
- The time it is estimated that the child went missing.
- 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. Children's Social Care (Surrey Safeguarding) may be involved if it seems likely that there is a child protection issue to address.
- The incident is reported under RIDDOR arrangements (see the Reporting of Accidents and Incidents Policy) if appropriate; the local authority Health and Safety Officer may want to
- investigate and will decide if there is a case for prosecution.
- The insurance provider is informed by the Director of Finance.