

## Missing Child Policy

### Guiding Principles

The safety and welfare of all of our students at The Stephen Perse Foundation (the **Foundation**) is our highest priority. The Foundation will follow the procedures laid down by our own Local Authority (**LA**) (which is Cambridgeshire for all schools in the Foundation apart from Dame Bradbury's where Essex is the LA) together with the guidance contained in [Keeping Children Safe in Education 2018 \(KCSIE 2018\)](#).

This Missing Child Policy applies to the Foundation which comprises the Stephen Perse Pre-Prep Schools (City and Madingley), the Stephen Perse Junior School, Dame Bradbury's School, the Stephen Perse Senior School and the Stephen Perse 6th Form College. It is applicable to all students including those students in the Early Years Foundation Stage (**EYFS**).

### Pupil Supervision

Our student supervision procedures and supervision policy describe:

- The arrangements for children arriving at school and leaving the premises at the end of the day.
- The qualifications of our staff and the arrangements for supervising the children whilst they are in school.
- The arrangements for registering the children in both the morning and afternoon. We take a register of students during the morning and afternoon sessions. Parents are responsible for notifying the school if their child is absent for any reason via phone or email to the relevant school office. The school will always contact the parent if the child fails to arrive at school without an explanation.
- The physical security measures which prevent unsupervised access to or exit from the building.
- The supervision of the playground and the physical barriers that separate it from the rest of the school.
- The enhanced supervisory arrangements for outings involving our youngest children are very clear and we have strict ratios to enable safe off site experiences to occur. 1:4 for Reception and Kindergarten classes, these are only adjusted at the discretion and risk analysis of the Head of Pre-Prep or Head of Early Years.

We review these procedures regularly (at least once a year) in order to satisfy ourselves that they are robust and effective. All new staff receive a thorough induction into the importance of effective supervision of very young children and read Part 1 and Annex A of KCSIE 2018.

### Students going missing in school, including before and after compulsory hours in school

Our procedures are designed to ensure that a missing student is found and returned to effective supervision as soon as possible. If a student was found to be missing, we would carry out the following actions:

1. Take a register in order to ensure that all the other students in that class are present.
2. 3-11: Check the first aid room and toilets. 11-18: Contact staff who might previously taught or tutored the student that day, contact the Pastoral Leader, check all lists of trips out of school.
3. Check with Office Staff who will check the InVentry system.
4. Inform the relevant Head of School or the senior member of staff on duty.
5. Ask adults and students in most recent or neighbouring classes calmly if they can tell us when they last remember seeing the student. A 'Missing' notice will be distributed via email, with the name of the student, and the date and time of the first notified absence.
6. Call the students mobile if they have one.
7. Occupy all of the other students in their classroom(s) with a relevant activity supervised by a qualified member of staff.
8. 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, washrooms etc. where a small student might hide.
9. Check the doors, gates and where relevant CCTV for signs of entry/exit.

### **Students Aged 3-11**

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

1. Inform the Head of the School and the Designated Safeguarding Lead (**DSL**).
2. Ask the Head of School to ring the student's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the school at once.
3. The DSL/Head of the School would notify the Police and the Vice-Principal 3-11I.
4. The Head of the School would arrange for staff to search the rest of the school premises and grounds.
5. If the student's home is within walking distance, a member of staff would set out on foot to attempt to catch up with him/her.
6. The DSL would inform the LA and the school's Local Authority Designated Officer (LADO) (see Appendix 3).
7. The school would co-operate fully with any Police investigation and any safeguarding investigation by the local authority.
8. Inform the Principal.
9. The school's insurers would be informed.
10. If the student is injured a report would be made under RIDDOR to the Health & Safety Executive (HSE).
11. During the course of the investigation into the missing student, the school, in consultation with the LADO, will decide what information should be given to other parents, staff and other students and how press enquiries are to be dealt with.

### **Students aged 11-18**

If the student is still missing, the Head of School/ Pastoral Leader co-ordinating the search will inform the student's parents. If the student in question is known to be at higher risk, due to individual circumstances, parents will be informed sooner. Staff will continue the search in the areas

surrounding the school premises and the Head of Senior School/ Pastoral Leader will inform the police and the Vice Principal 11-18.

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

#### **Students going missing in school hours when off site**

1. An immediate register would be carried out in order to ensure that all the other students were present.
2. An adult would search the immediate vicinity while the other students remain in a secure location and in the care of the remaining supervisor(s).
3. Inform the Head of School (Senior Leadership Team (SLT) contact) and the school's DSL, using a mobile phone.
4. Following discussion with the SLT contact, the school's designated safeguarding lead and the Group Leader would decide whether the remaining students should stay in the secure location or be taken back to school.
5. Ask the Head of School to ring the student's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the venue or the school, as appropriate, at once.
6. If possible and appropriate, contact the venue manager and arrange a search.
7. Contact the Police and Principal.
8. The DSL would inform the MASH and the school's LADO.
9. The school would cooperate fully with any Police investigation and any safeguarding investigation by the local authority.
10. Inform the Principal.
11. The school's insurers would be informed.
12. If the child is injured, a report would be made under RIDDOR to the Health & Safety Executive (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. The school will review its procedures and, if appropriate, these would be adjusted.

#### **When the child is found**

1. Talk to, take care of and, if necessary, comfort the student.
2. Speak to the other students to ensure they understand why they should not leave the premises/separate from a group on an outing.
3. The Head of School will speak to the parents to discuss events and give an account of the incident (having discussed this beforehand with the LADO if necessary).
4. The Head of School will promise a full investigation (if appropriate involving the MASH).
5. Media queries should be referred to the Marketing team in consultation with the Vice Principals (after discussion with the LADO if appropriate).
6. The investigation should involve all concerned providing written statements.

7. The report should be detailed covering: time, place, numbers of staff and children, when the student 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, as well as lessons for the future.

#### Related Policies

- Expeditions Policy and Procedures
- Induction Policy
- Safeguarding and Child Protection Policy
- Staff Code of Conduct
- Children Missing in Education Policy
- Non-collection of Child Policy
- Supervision Policy and Procedures

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#### Version Control

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Policy owner	Head of Pre-Prep
Authorised by	Senior Leadership Team