



BEAUDESERT PARK SCHOOL

MISSING CHILD POLICY

INTRODUCTION

The welfare of all of our children at Beaudesert Park School (the “School”) is our paramount responsibility. Every adult who works at the School has been trained to appreciate that he or she has a key responsibility for helping to keep all of the children safe at all times. Every member of our staff has read Part 1 of Keeping Children Safe in Education (September 2021) and Annex A, if applicable. Our staffing ratios are generous and are deliberately designed to ensure that every child is supervised the whole time that he or she is in our care.

This is a whole school policy, including the EYFS.

INFORMATION FOR PARENTS

This policy is linked to our Supervision Policy and other key documents relating to attendance. The Supervision Policy describes:

- 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 physical security measures which prevent unsupervised access to or exit from the buildings.
- The supervision of break times and lunchtime.

The enhanced supervisory arrangements for outings involving our pupils are set out in the Educational Visits Policy. We review all our policies 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 pupils and read Part 1 of the DfE's Keeping Children Safe in Education (September 2021) guidance.

Registration of Pupils

In Prep school all children are registered for attendance at 8.20am and again in the afternoon prior to afternoon school. A roll call is taken for children attending after school Prep and this is also a registration for boarding. In the Pre-prep all children are registered for attendance at 8:30am and again by 1.40pm in the afternoon.

Children leaving School with permission during the school day, before activities, must report to the School Office prior to departure and again when they return. Those

children who are not participating in activities and going home, must sign out with the School Office from 4pm until 4.10pm on a Tuesday and Thursday.

PART 1 - PREP SCHOOL

ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING FROM THE SCHOOL

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

- In the event of a pupil being absent without permission during school time, this must be reported to the Head or, in his absence, the Deputy Head and the School Office.
- The pupil's absence will immediately be cross-checked with the iSAMS and the School Office who will check if the child has other commitments such as a music lesson, play rehearsal, school trip or external appointment.
- Take a register in order to ensure that all the other children were present.
- Check with the pupil's friends to see if they know their whereabouts.
- Check the surgery, changing rooms and pupils' toilets.
- Ask all of the adults and pupils calmly if they can tell us when they last remember seeing the pupil.
- Occupy all of the other pupils in their classroom(s).
- At the same time, arrange for one or more adults to search the School grounds. This should take 15 minutes.
- Check the doors, gates and CCTV records for signs of entry/exit.
- If this search has been unsuccessful, the Head or, in his absence, the Deputy Head will telephone the police and the search will continue.
- He will also telephone the parents, no later than **1 hour** after the reported incident or sooner if the circumstances give greater cause for concern, to advise them that all has been done to find their child and that they should stay at home as this is likely to be the child's destination.
- A search party will be sent out on to the Common towards Nailsworth, Amberley and Minchinhampton. Particular note will be taken of the route to the missing pupil's home.

The same procedure would apply if children go missing from the games field in Windmill Road. There is an emergency mobile telephone in the pavilion and staff know to carry their mobile phones when at games and these would be used to start the process.

If a pupil is missing at bedtime or in the early hours we would carry out the following actions:

- The Head of Boarding will immediately consider the need to phone the Police and will do so as a matter of urgency if it is believed the child is not within the school building.
- Check with the pupil's friends to see if they know their whereabouts.
- Carry out a thorough search of the boarding area.
- Check the surgery.
- Check the CCTV cameras.

- Consult the senior member of boarding staff on duty in School. (see duty rota)
- Check other information from the School office and also via iSAMS before contacting the senior member of staff on duty who will then deal with the matter if there is not a suitable explanation.

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

- Inform the Head and the Deputy Head.
- Ask the Head or senior member of staff in the Head's absence to ring the pupil's parents, no later than 1 hour after the reported absence or sooner if the circumstances give greater cause for concern and explain what has happened, and what steps have been set in motion. He will also telephone the parents to advise them that all has been done to find their child and that they should stay at home as this is likely to be the child's destination.
- The Deputy Head/Head would notify the Police.
- The Head, or in his absence, the Deputy Head would arrange for staff to search the rest of the School premises and grounds.
- If the pupil's home is within walking distance, a member of staff would set out on foot to attempt to catch up with him/her.
- The School would co-operate fully with any Police investigation and any safeguarding investigation by the local authority.
- Inform the Chair of Governors.
- The School's insurers would be informed.

During the course of the investigation into the missing pupil, the School, in consultation with the LADO, will decide what information should be given to other parents, staff and other pupils and how press enquiries are to be dealt with.

A full record of all activities taken up to the stage at which the pupil was found would be made for the incident report – see Appendix 1 for example Incident Report form. If appropriate, procedures would be adjusted.

ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING ON AN OUTING

- An immediate head count would be carried out in order to ensure that all the other pupils were present.
- An adult would search the immediate vicinity.
- Contact the venue manager and arrange a search.
- Contact the Police.
- The School would cooperate fully with any Police investigation and any safeguarding investigation by the local authority. Inform the Head or Deputy Head through the office during the working week or by mobile phone at the weekend or during the holiday.
- The remaining pupils would be taken back to School, if applicable.
- Ask the Head to ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the venue/ the School at once.
- Inform the Chair of Governors.
- The School's insurers would be informed.

- 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.

ACTIONS TO BE FOLLOWED BY STAFF ONCE THE CHILD IS FOUND

- Talk to, take care of and, if necessary, comfort the child.
- Speak to the other pupils to ensure they understand why they should not leave the premises/separate from a group on an outing.
- On finding the pupil, the Head will telephone the parents to advise them and also to arrange a meeting with them.
- The Head will speak to the parents to discuss events and give an account of the incident. (having discussed this beforehand with the LADO if necessary)
- The Head will promise a full investigation. (if appropriate involving the LSCB)
- Media queries should be referred to the Head. (after discussion with the LADO if appropriate)
- The investigation should involve all concerned providing written statements.
- The Head will write a full report of the incident. The report should be detailed covering: time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, 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.

PART 2 - PRE-PREP & EYFS

ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING FROM THE PRE-PREP

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

- Take a register in order to ensure that all the other children were present
- Check the surgery.
- Inform the Head of Pre-prep, or in her absence, the Deputy Head of Pre-prep.
- Ask all of the adults and children calmly if they can tell us when they last remember seeing the child.
- Occupy all of the other children in their classroom(s) with a relevant activity.
- At the same time, arrange for one or more adults to search everywhere within the Nursery and Pre-prep Department, both inside and out, carefully checking all spaces, cupboards, washrooms etc. where a small child might hide.
- Check the doors, gates and CCTV records for signs of entry/exit .

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

- Inform the Head of Pre-prep or in their absence the Deputy Head of Pre-prep and the Headmaster of the Prep School.

- Ask the Head of Pre-prep to ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the School at once.
- The Head of Pre-prep or Headmaster would notify the Police.
- The Head of Pre-prep would arrange for staff to search the rest of the School premises and grounds.
- If the child's home is within walking distance, a member of staff would set out on foot to attempt to catch up with him/her.
- The School would co-operate fully with any Police investigation and any safeguarding investigation by the local authority.
- The Head of Pre-prep or Headmaster would Inform the Chairman of Governors.
- The School's insurers would be informed.
- If the child is injured, a report would be made under RIDDOR to the Health & Safety Executive (HSE)

During the course of the investigation into the missing child, the School, in consultation with the LADO, will decide what information should be given to other parents, staff and other pupils and how press enquiries are to be dealt with.

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

ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING ON A PRE-PREP OUTING

- An immediate head count would be carried out in order to ensure that all the other children were present.
- An adult would search the immediate vicinity.
- Ask the Head of Pre-prep to ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the venue/ the school at once.
- Contact the venue manager and arrange a search, if appropriate.
- Contact the Police. Inform the Head of Pre-prep or Deputy Head of Pre-prep and the Headmaster of the Prep School by mobile phone if out of school hours or via the office during school hours.
- The remaining children would be taken back to school.
- The School would cooperate fully with any Police investigation and any safeguarding investigation by the local authority.
- Inform the Chair of Governors.
- The School's insurers would be informed.
- 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.

ACTIONS TO BE FOLLOWED BY STAFF ONCE THE CHILD IS FOUND

- Talk to, take care of and, if necessary, comfort the child.
- Speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing.
- The Head of Pre-prep will speak to the parents to discuss events and give an account of the incident. (having discussed this beforehand with the LADO if necessary)
- The Head of Pre-prep will promise a full investigation. (if appropriate involving the LSCB)
- Media queries should be referred to the Head. (after discussion with the LADO if appropriate)
- The investigation should involve all concerned providing written statements.
- The incident report should be detailed covering: time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, 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.

DUTY TO REPORT

The School will inform the local authority of any pupil who fails to attend School regularly, or has been absent without the School's permission for a continuous period of 10 school days or more.

A record is kept by the School of any instances in which a pupil is missing from School without satisfactory permission and documentation, including the action taken and the pupil's explanation.

PART 3 - PROCEDURES TO BE FOLLOWED BY STAFF WHEN A CHILD IS NOT COLLECTED ON TIME

If a child is not collected within half an hour of the agreed collection time, the child is sent to the School Office who will call the contact numbers for the parent or carers. If there is no answer the School Office or Teacher on duty will begin to call the emergency numbers for this child. During this time, the child will be safely looked after.

School finishes in the Pre-prep department at 3.30pm. If the parent/guardian is not on time for picking up their child, that child will be taken into Late Stay. Late stay operates from 3.30 to 5.30 from Monday to Friday (with the exception of long leave outs). If the parent/guardian is not on time for picking up their child after Late Stay, that child will be taken to the main school office, and parents/guardian will be contacted by the secretary. Should a child remain uncollected from 6pm, the Head of Pre-prep or her designee (usually staff on boarding duty) will care for the child until they are collected. If anyone other than parents/guardian is collecting their child, an email must be sent to the class teacher in advance with the related information. In all instances, if anyone other than the person stated comes to collect the child, a phone call must be made to the parents of that child. No child will be allowed to leave the Pre-prep building without parental consent.

We undertake to look after the child safely throughout the time that he or she remains under our care, until such a time as s/he has been collected by a parent or guardian, or until appropriate, alternative care arrangements have been made with Social Care and/or the Police in order to prioritise the child's safety. The School's DSL will keep a record of incidents where parents/carers do not collect a child from School or are late for no explained or good reason, or where there are repeated incidents. If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the School's Promoting Welfare and Safeguarding Policy.

COVID-19

At pick up, if a Pre-prep child has not been collected after late stay, they will remain in the Pre-prep and be looked after by a member of staff.

This policy can be made available in large print or other accessible format if required.

Authorised by	A Melvin <u>Chair of Boarding, Pastoral & Safeguarding Committee</u>
Date 23 rd November 2021	
Approved by	M Pyper <u>Chair of Governors</u>
Date 23 rd November 2021	
Last Reviewed	November 2020
Next Review	November 2022

APPENDIX 1 – INCIDENT REPORT

This form is to be used by anyone assigned to investigate an Incident or Near Miss occurring at Beaudesert Park School.

When completed, this form must be countersigned by a ‘responsible person’ (usually the Estates Manager, Finance Director or Head)

A. WHAT IS BEING REPORTED?

<input type="checkbox"/> ‘Incident’ - incident involving injuries or damage	<input type="checkbox"/> Dangerous Occurrence (as defined under RIDDOR)
<input type="checkbox"/> ‘Near Miss’ - incident involving no injuries or damage	<input type="checkbox"/> Fire
<input type="checkbox"/> Damage to equipment or premises	

B. DETAILS OF PERSON MAKING REPORT

Name:	
School/Admin Department:	
Job Title:	
Tel No:	Email:

C. INCIDENT DETAILS

Date:	Time (use 24hr clock)
Location:	
School/Admin Department:	

DESCRIPTION OF INCIDENT Give full details of what happened including the nature and extent of any damage which may have occurred. If the incident involved a fall from height, state the distance. Include name and full contact details of visitors/contractor here.

ACTION TAKEN FOLLOWING INCIDENT

This section is to be completed by the Estates Manager or nominated person following a further investigation of the incident/near miss if deemed necessary

<p>CONTRIBUTING FACTORS Describe any direct or indirect causes which may have contributed to the incident or near miss eg inadequate maintenance or failure to use protective equipment</p>
<p>RECOMMENDED CHANGES TO PROCEDURES FOLLOWING INVESTIGATION</p>
<p>RIDDOR REPORTING FOR INCIDENTS INVOLVING INJURY TO A PERSON</p> <p>Using the attached flowchart, Appendix A, does the incident require reporting to the HSE under RIDDOR regulations?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

D. RESPONSIBLE PERSON This form must be countersigned by the Estates Manager (or person nominated by the Headmaster for this purpose)

Signed:	Date:
Name (please print):	

APPENDIX A: FLOWCHART TO DETERMINE WHETHER INCIDENT REQUIRES REPORTING TO HSE UNDER RIDDOR REGULATIONS

Start here



