



**Missing Child Policy including EYFS**

Last review date: November 2018  
Next review date: November 2019

**Introduction**

The welfare of all our children at Fosse Bank School is of the greatest importance to every adult who works at the school and we appreciate that we have responsibility for keeping the children safe at all times. Our staffing ratios are generous and are deliberately designed to ensure that every child is appropriately supervised the whole time that he or she is in our care.

**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, staff will carry out the following actions:

- Remain calm
- If in class, take a register in order to ensure that all the other children in the class are present
- Inform the Head
- Ask all the adults and children calmly if they can tell us when they last remember seeing the child
- Carefully check all spaces, cupboards, washrooms in child’s own classroom where a child might hide.

Specifically:	
Forest School staff	Always take class register and register children wherever you are. Phone result to office. Stay with children.
PE staff	Take school phone with you. Always take class register and register children wherever you are. Phone result to office. Take children to dining hall.
Kindergarten and Little Fosse TAs	Stay with pupils.
Nursery Manager/Kindergarten teacher	Register Kindergarten and Little Fosse. Search EYFS lavatories, Stay with pupils
Reception teacher or person teaching this class	Stay in Reception classroom with <i>fire list</i> . Register and stay with pupils.
Y1 teacher or person teaching this class	Take Y1 to Y2 classroom with <i>fire list</i> . Register and stay with Y1 and Y2 pupils.
Y2 teacher or person teaching this class	Search both kitchens and cellar if open, Also toilet by public entrance to swimming pool and girls and boys ground floor toilets, music room and conservatory.
Y3 teacher or person teaching this class	Take Y3 to hall with <i>fire list</i> . Leave them with Y4 teacher. Go to entrance hall to organize search of the grounds.



Y4 teacher or person teaching this class	Take Y4 to hall with <i>fire list</i> . Register Y3 and 4. Stay with Y3-6 in the dining room. Search Head's office, any empty first floor classrooms, office, staff lavatory, and Library.
Y5 teachers or person teaching this class	Take Y5 to hall. Register Y5 and 6. Search Y5/6 toilets. Stay with Y3- 6 in school hall
Y6 teacher or person teaching this class	Take Y6 to hall via main staircase. Search swimming pool, changing rooms, and changing room toilets, staircase and area to fire escape door
One member of office staff	Stay in office as central hub of the school.
<b>Everyone else</b>	Go to front door to be told areas to search outside.
Head	Liaise with police and parents as necessary.
Estates Manager	Search cross country field, starting on left
Office staff	Inform Estates Manager Give school mobile phones to staff in main entrance Remain in the office to take calls
All other staff meet in main entrance with Head to divide searching outside; front/back/ sides of school	

<b>During play time</b>	
Kindergarten, Y1 and Y6 teacher go to playground	Children lined up, take registers, allow children to play after registers taken.
Office staff	Take registers to playground inform site manger give school mobile phones to staff in main entrance be in the office to take calls be the centre informed by all staff when child is found
All other staff meet in main entrance with Head to divide into searching outside; front/back/ sides of school	

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

- Police telephoned by Headteacher
- Head will ring the child's parents and explain what has happened, and what steps have been set in motion.
- If the child's home is within walking distance, a member of staff will set out on foot to attempt to catch up with him/her
- The Head will inform the Local Children Safeguarding Board and the Chairman of Governors
- If the child is injured a report would be made under RIDDOR to the 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. 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 children were present
- Contact the venue Manager and arrange a search
- An adult will search the immediate vicinity
- Contact the Police
- Inform the Head by mobile phone
- The remaining children will be taken back to school
- Head will ring the child's parents and explain what has happened, and what steps have been set in motion.
- The Head will inform the Local Children Safeguarding Board and Chairman of Governors
- If the child is injured a report would be made under RIDDOR to the 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. If appropriate, procedures 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
- The Head will speak to the parents to discuss events and give an account of the incident
- Media queries should be referred to the Head
- The investigation should involve all concerned providing written statements
- 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 purpose of the outing], the length of time that the child was missing and how s/he appeared to have gone missing, lessons for the future.
- Speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing but reassure them that everyone is now safe.