

## St George's School Windsor Castle Missing Child Policy / Procedure



This policy is a whole school policy and also applies to the Early Years Foundation Stage. There is a separate procedure in place for missing boarding pupils (see section 6).

We are committed to ensuring the welfare and safety of every pupil in our care. However, children can occasionally go missing and EVERY member of staff has equal responsibility in ensuring the safety of the children and knowing where they are.

### **Systems in place to minimise the risk of children going missing**

Appropriate steps are taken to ensure that the premises and surrounding site is secure. **New security gates to the main school entrance were installed in November 2017 which ensures that no child can leave the premises during the school day.**

The attendance register is taken at the beginning of each morning and afternoon session. It is the responsibility of every member of staff to be aware how many children are present in their lesson or area. Children who arrive late to school or to lessons must be recorded in the register/mark book and those who leave early for any reason should be marked out accordingly either at the office (if they are leaving the premises) or in a teacher's mark book (if they are leaving for another lesson).

Teachers of new children should take extra care to be aware of their whereabouts and ensure they know the boundaries of where they can and cannot go. Parents will be advised of our security procedures and be given the opportunity to ask any questions for clarification at the information evenings held at the beginning of each academic year.

Prominent notices will be displayed to ensure that gates and doors are kept closed at all times and, where appropriate, secure.

Children should be counted when they are lining up to come back indoors. The duty member of staff should remain in the playground to ensure that no children are left outside. Once inside it must be ascertained that the correct number of children are present at the start of the next lesson.

**In the event of a child being found to be missing it is vital that prompt action is taken:-**

1. **The missing child (children) should be identified and the last known whereabouts recorded.** (The chances of finding a missing child safe are greatest if the child's absence is noted as soon as possible. Staff must be vigilant in ensuring that children allocated to them for a particular lesson/activity are present).
2. **A senior member of staff will arrange for the other children to be satisfactorily supervised.** Without alarming them, the children should be asked if they know of the whereabouts of the missing child).
3. **A systematic search will be carried out to see if the child can be located in the surrounding area. This will include:**
  - All areas within the school.
  - Outside areas including EYFS playground, Chapter Garden and Head's lawn.
  - Any exits through which a child may have been able to leave the premises or site
  - The school grounds, playing field, car park. Enlist the help of other staff to search all areas of the school including the school playing fields on the Home Park.
4. **If the child is still not found, the school will then take the following action:-**
  - a) **The parents/carers of the child will be informed.** If no contact is made on the home telephone number, alternative contact numbers will be contacted. Parents will be asked for information of anywhere the child may head for e.g. grandparents, other relatives, local park etc.
  - b) **The Police and/or any other emergency services** will then be informed.
5. **Check route home** (If the child cannot be located staff will search along a possible route the child might take to get home. Wherever possible, they will take a mobile phone to keep in contact. If a member of staff arrives at the house without finding the child they should make contact with the school for further instructions.)
6. **A record of events should be logged in the Incident Book by the senior member of staff in charge or by another member of staff delegated by them.**

**7. Informing other people** – As soon as possible after the incident has occurred the following people should be notified:-

- The Head or in their absence the Deputy Head or other Senior staff (i.e. Assistant Head Pastoral/Assistant Head Lower School).
- The Chair of Governors or his appointed Vice Chair (by the Head or Deputy Head).
- The school's insurance company (by the Business Director).
- A statement should be prepared to send to all parents when it is deemed appropriate to do so. (Head/Deputy Head/Business Director).

**8. Dealing with reactions** – It is natural that the child's parents will be frightened, distressed and angry. Other parents will be rightly concerned for the safety of their own children. All emotions and reactions must be dealt with in a caring and understanding way. However, until the situation has been fully investigated by all parties all staff must refer any parent and media enquiries to the Head or the Deputy Head in their absence.

**Reviewed: September 2017**

Next review: September 2018