

Missing Child (Prep School) Policy

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1.0 PREVENTION

- 1.1 Every effort is made to ensure the safety of the pupils whilst they are in Lingfield College Prep (the Prep School). EVERY member of staff has equal responsibility in ensuring the safety of the children and knowing where they are. Steps have been taken to ensure that the premises and surrounding site areas are as secure as possible. There is a CCTV system in operation which covers much of the school premises.
- 1.2 At regular times staff will discuss with the children the need to take extra care when outside, to be aware of their surroundings and to report any strangers to a member of staff. The pupils will be told what the boundaries are.
- 1.3 To prevent a child going missing all children are registered twice a day, at the start of the school day and after lunch. They are also registered upon attendance at Clubs, Breakfast session and at the after-school session, TeaRex. In EYFS, a headcount policy is strictly adhered to with numbers displayed in rooms and regular headcounts (see Headcount Policy). The School Office checks the electronic registers in the morning and after lunch so that any absences can be followed up and parents called if necessary.
- 1.4 In certain cases, we may have to have a closer eye on a child if we are concerned that they may have intention to leave the site. This may consist of 1:1 staffing whilst at play or a risk assessment or safety plan specifically for that child. All staff will be made aware of this.



2.0 PROCEDURE IF A CHILD GOES MISSING

In the unlikely event of a child going missing within the Prep School the following procedure will be implemented immediately:

- All staff present will be informed, and an immediate thorough search of the building will be done followed by a search of the surrounding areas, ensuring that all other children remain supervised throughout. This search should take no longer than 10 minutes.
- During term time, a check should be made with the School Office immediately to determine whether the child has another commitment e.g., music lesson, rehearsal, school trip, external appointment etc. School Office to be informed of the situation when appropriate.
- A staff member will notify the Head of Prep School and/or member of Maintenance Team, whilst other staff continue searching.
- A member of staff will carry out a second search of the area.
- If the child is still not accounted for, the Head of Prep School/Deputy Head/Nursery Manager or Deputy will contact the police and parents of the missing child.
- During this period, staff will be continually searching for the missing child, whilst other staff maintain a normal routine for the rest of the children.
- The Head of Prep School/Deputy Head/Nursery Manager or Deputy will meet the police and the parent/carers.
- The Head of Prep School/Deputy Head/Nursery Manager or Deputy will then await instructions from the police.
- Any incidents must be recorded in writing.
- The Headmaster and Governing Body as well as OFSTED must be contacted and informed of any incidents where the police have been contacted.

3.0 EVALUATION

Once the situation has been resolved an internal investigation will take place to examine how it occurred and to put immediate measures in place to ensure it does not happen again. A written record of the incident and any action taken should be made as soon after the incident as practicable and placed in the pupil's confidential record.

4.0 LOST CHILD ON AN OUTING

- 4.1 When there is a trip off the Prep School premises then it is the responsibility of the staff taking the trip to ensure that a regular register is taken or head count made, this will depend on the nature of the trip, the mode of transport used and the location of the trip.
- 4.2 If a child is lost on an outing the member of staff noticing the child missing should alert other members of the party and carry out a numbers check, bringing the whole group together.
 - A member of staff or the whole group if appropriate, should retrace their movements to the last place that the child was seen.
 - Another member of staff should alert the management of the organisation being visited to let them know the situation.
 - Children on the visit should be asked for any relevant information if appropriate.
 - If the child is not found straight away the group leader will alert the parents.
 - If the child is not found after 10 minutes the police will be called by staff/group leader.