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## MISSING CHILD POLICY & PROCEDURE

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This policy relates to all sections and activities of the school e.g. the Senior School, the Junior School (including EYFS), Wrap Around Care, Offsite Activities and School-run holiday activities or clubs.

This policy should be read in conjunction with the:

- Child Protection (Safeguarding) Policy
- Attendance Register Procedure
- Behaviour Policy

### PROCEDURE (IN SCHOOL)

In the unlikely event that a child goes missing the following actions will be taken:

- the Headmaster/Deputy Head/person in charge will be informed immediately.
- the last known location of the missing child will be checked.
- the iSAMS system will be checked. The signing out book will be checked.
- a register of children will be taken should it be necessary. This will be completed through the fire drill procedure.
- the Headmaster/person in charge will organise a search of the whole building and grounds and will keep a record of times and areas searched and by whom. The child's classmates will be questioned to establish when the child was last seen.
- the security videos will be checked.
- if the child has not been found within 10 minutes the child's parents will be contacted. If there is no further information as to the child's whereabouts the police will be contacted.
- meantime a search of the local area will be mounted, directed by the Headmaster/Deputy Head/person in charge. Staff will be allocated to search set areas and a timed record will be kept. A photograph of the child will be made ready for the authorities.

### EDUCATIONAL VISIT

Any group leaving the school will have a mobile phone with them at all times. All children to be counted on and off any transport and headcounts should take place throughout the visit.

#### Senior School

If at any time on the visit the children are not under direct supervision they will be instructed to stay in groups of three or more. For residential visits or visits with remote supervision, all children will be given an information card.

The card will display:

- the school name and telephone number
- the name of the group leader
- mobile phone numbers for the staff
- contact number for the hotel, hostel etc.

Information should also be written in the language of the country being visited for overseas visits.

#### Junior School

Before leaving the school (where appropriate) all children will be given an identity bracelet to wear/card to keep in their pocket. A member of staff, to ensure it will not be lost or accidentally removed, will attach the tag to each child in EYFS.

The bracelet/card will display:

- the school name and telephone number.
- the name of the group leader.
- the details of the visit or outing.
- a mobile phone number for the group and the following details of what to do if the lost/separated child is found by another adult:
  1. immediately ring the mobile number for the group.
  2. if for some technical reason the mobile does not respond then phone school number.

### **Child Missing on an Educational Visit**

In the unlikely event of a child/children becoming lost or separated from the group during an outing or visit the following set of guidelines will be followed by staff:

- immediate headcount of whole party (if possible).
- contact staff at venue e.g. museum.
- search of immediate vicinity.
- contact school & police.
- school to contact parents.

### **CHILD MISSING FROM EDUCATION**

If a pupil fails to attend school regularly, or has been absent without School's permission for a continuous period of 10 days or more the School's Designated Lead will inform the Stockton Borough Council Attendance & Exclusion Team (01642 528732).

The Designated Lead will also inform the Local Authority of any pupil to be deleted from school admission register and follow 'Missing from education' protocols.

Reviewed by K James  
April 2019

## SENIOR SCHOOL EMERGENCY CHECK LIST

The Headmaster/member of SMT to assign appropriate staff members to search the following areas.

Member of staff i/c .....Date.....Time.....

Incident .....

Area	Person assigned	Time out	Time returned
<b>Upstairs</b> <ul style="list-style-type: none"> <li>• Art Room</li> <li>• Staff room</li> <li>• Deputy Head Office</li> <li>• 23</li> <li>• Learning Hub</li> <li>• 21</li> <li>• Male toilets</li> <li>• Female toilets</li> <li>• CB office</li> <li>• 33</li> <li>• Learning Support</li> <li>• 31</li> </ul>			
<b>XYZ</b> <ul style="list-style-type: none"> <li>• X</li> <li>• Y</li> <li>• Z</li> <li>• Outside at the back of XYZ block to School field</li> <li>• Boys' Changing room</li> </ul>			
<b>Downstairs front of School</b> <ul style="list-style-type: none"> <li>• Library</li> <li>• School Office</li> <li>• Telephone room</li> <li>• Headmaster's Study</li> <li>• Y4 Bag room</li> <li>• Music room</li> <li>• DBK office</li> <li>• 17</li> <li>• 16</li> <li>• Y4 cloakroom and toilet</li> <li>• Passage to back door</li> </ul>			
<b>Downstairs middle of school</b> <ul style="list-style-type: none"> <li>• Boys' toilets</li> <li>• Girls' toilets</li> <li>• Kitchen area</li> <li>• Cellar area</li> <li>• Main Hall, including stage area</li> <li>• Catering Office</li> <li>• Cleaning staff rest area</li> <li>• Sports Hall, including storage areas</li> </ul>			
<b>Downstairs back classrooms</b> <ul style="list-style-type: none"> <li>• C</li> <li>• D</li> <li>• E (Systems Tec)</li> <li>• L (Technology)</li> <li>• K</li> <li>• Girls' changing area</li> <li>• Boys' cloakroom</li> </ul>			
<b>Back of School</b> <ul style="list-style-type: none"> <li>• ICT room, and GB's office</li> <li>• Q (Junior Science Lab)</li> <li>• Biology Lab</li> <li>• Chemistry Lab</li> <li>• Physics Lab</li> <li>• Preparation Room</li> </ul>			
<b>Outside</b> <ul style="list-style-type: none"> <li>• House – all rooms and offices</li> <li>• Garage area</li> <li>• Behind house and car park area</li> </ul>			

<ul style="list-style-type: none"><li>• Senior School Field and Tennis Courts</li><li>• Dip/cutting</li></ul>			
<b>Other areas/action taken</b>			

## JUNIOR SCHOOL EMERGENCY CHECK LIST

The Head of the Junior School/Assistant Head/S6 & Breakfast Club Leader/Holiday Club Leader to assign appropriate staff members to search the following areas:

Member of staff i/c .....Date.....Time.....

Incident .....

Area	Person assigned	Time out	Time returned
<ul style="list-style-type: none"> <li>• outside toilet</li> <li>• playground,</li> <li>• all areas of field</li> <li>• staff car parks</li> </ul>			
<ul style="list-style-type: none"> <li>• Office</li> <li>• First Aid room,</li> <li>• disabled toilet,</li> <li>• visitor toilet,</li> <li>• Barn,</li> <li>• Barn store,</li> <li>• kitchen,</li> <li>• kitchen toilet area</li> </ul>			
<ul style="list-style-type: none"> <li>• Nursery classrooms</li> <li>• Nursery kitchen</li> <li>• toilets</li> <li>• store cupboards</li> <li>• nursery garden</li> <li>• Nursery garden stores &amp; dens &amp; playhouse</li> </ul>			
<ul style="list-style-type: none"> <li>• Reception classrooms &amp; stores</li> <li>• 1W classroom &amp; stores</li> <li>• Reception toilets</li> <li>• shower room</li> <li>• Cloakrooms &amp; locker area</li> </ul>			
<ul style="list-style-type: none"> <li>• Courtyard &amp; path to nursery garden,</li> <li>• games store cupboard</li> </ul>			
<u>Vicarage ground floor</u> <ul style="list-style-type: none"> <li>• Games cupboard (inside)</li> <li>• Cleaners' cupboard</li> <li>• quiet room,</li> <li>• girls toilets</li> <li>• 2S cloakroom</li> <li>• 2S &amp; 2F classrooms</li> <li>• vicarage porch</li> <li>• outdoor courtyard &amp; garage</li> </ul>			
<u>Vicarage 1<sup>st</sup> floor-</u> <ul style="list-style-type: none"> <li>• boys toilets</li> <li>• 3R, 3T classrooms and cloakroom</li> <li>• art room</li> <li>• red staircase</li> <li>• 1K &amp; 1K cloakroom</li> </ul>			
<u>Vicarage 2<sup>nd</sup> floor</u> <ul style="list-style-type: none"> <li>• staff room</li> <li>• back staff room</li> <li>• staff toilets</li> <li>• Year 4 Classroom 1</li> <li>• Locker room</li> <li>• Store area between</li> <li>• Year 4 Classroom 2</li> <li>• Music room</li> <li>• fire escape- full length</li> </ul>			
<ul style="list-style-type: none"> <li>• Path outside school</li> <li>• visual check of green/duck pond</li> <li>• church car park</li> </ul>			

Other Areas/Actions Taken			