

*Holme Grange School is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential*

## Holme Grange School Whole School Policy Including EYFS



### MISSING CHILD POLICY and PROCEDURE And PROCEDURE TO BE FOLLOWED BY STAFF WHEN A CHILD IS NOT COLLECTED ON TIME

Date:	Amendment:	Reviewed by:	Authorised by:
September 2020	updated	Claire Cox and Jo Cooke DSL	SMT 15/09/2020 and passed to Governors
September 2019	Updated	Claire Cox and Jo Cooke (DSL)	
December 2018	Update	Claire Cox	
December 2016	Update	Claire Cox	
December 2014		Claire Robinson	

## Holme Grange School Whole School Policy Including EYFS



### MISSING CHILD PROCEDURE And PROCEDURE TO BE FOLLOWED BY STAFF WHEN A CHILD IS NOT COLLECTED ON TIME

***This Policy document applies to the whole school including the Early Years Foundation Stage (EYFS - Little Grange and Reception Classes).***

#### **Introduction**

The welfare of all of our children at Holme Grange 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. 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. **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 are as secure as possible. 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 or prefect. The pupils will be told what the boundaries are and where they can and cannot go.

#### **Information for Parents**

The individual department sections of the Parents' Handbook describe:

- The arrangements for handing over children to the care of their parents at the end of the day – these have been amended due to covid and details are in the Supervision Policy.
- For the Early Years (Little Grange and Reception); the qualifications of our staff and the arrangements for supervising the children whilst they are in school
- The arrangements for registering the children in both morning and afternoon
- The physical security measures which prevent unsupervised access to or exit from the building

- The supervision of the playground and the physical barriers that separate the Early Years outdoor areas from the rest of the school

The enhanced supervisory arrangements for outings involving our youngest children are set out in a detailed policy document: "Educational Visits Policy". We review these 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 very young children.

### **Links to Safeguarding and Child Protection Policy**

If a child goes missing from the school site, or during school activity, the following procedures should be followed. It may be that circumstances of individual cases, or repeated cases, indicate behaviours which need to be addressed through the School's Safeguarding procedures where underlying causes for the child going missing are thought to be present which may indicate a safeguarding or child protection issue.

### **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:

Upon receipt of a report that a child is missing or cannot be accounted for having been registered at the school, the Headteacher will be informed immediately.

If the Headteacher is absent or unavailable, the following members of the management team can be contacted:

- Mrs Jo Cooke Designated Safeguarding Lead; Mr Matthew Jelley Deputy Head (Deputy SL)
  - Claire Cox, David Boynes or Christine Kennedy (Heads of school)
  - Mr Charlie Plumpton (Estates Manager)
  - Mrs Jo Hendriksen (Director of teaching and learning, Head of Years 7&8)
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- One member of staff should call the register to check and establish which child is missing and ensure all the other children are present
  - 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)
  - At the same time, a check should be made with the School Office immediately and whether the child has another commitment e.g. music lesson, play rehearsal, School trip, external appointment etc and inform the Staff member on duty in the School Office of the situation.
  - When it has been established that the child is missing, arrange for one or more adults to search everywhere within the Department and School, both

inside and out, carefully checking all spaces, cupboards, washrooms where a child might hide. This search should take no longer than 15 minutes.

- At the point of searching staff involved should have a means of communicating with each other and the office eg mobile
- On no account will any other children be left unsupervised at any time.

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

- The Headteacher and / or the Deputy Head (Mr Matthew Jelley) should be informed immediately
- The Head will ring the child's parents and explain what has happened, and what steps have been set in motion. They will be asked to come to the school at once
- The Head/Deputy would notify the Police
- The Head 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 Designated Safeguarding Lead would inform the Local Children Safeguarding Board
- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care
- The Chairman of Governors will be informed
- The Insurers would be informed
- If the child is injured a report would be made under RIDDOR to the HSE

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.

**Actions to be followed if a child insists on leaving the premises:**

- If a child insists on leaving the premises with the knowledge of the Staff and cannot be persuaded by them to stay on premises, the Headteacher should be informed and parents will be contacted immediately by the Head or the Deputy. If it is thought that the child may be a danger to him or herself or others then reasonable force to return the child to the School premises should be used.
- If appropriate, and enough Staff are available to enable one to leave the Premises with a mobile phone, they will follow and observe as to where the child is going.
- If there are not enough Staff to leave the premises to observe the child the Headteacher or Deputy Head may decide the child is unsafe and call the police.
- 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.

## **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
- An adult would search the immediate vicinity
- The remaining children would be taken back to school
- Inform the Head and/or the Deputy Head by mobile phone
- 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 or the school at once
- Contact the venue Manager and arrange a search (if applicable)
- If the child is not found after 30 minutes the police will be called
- The Designated Safeguarding Lead would inform the Local Children's Safeguarding Partnership
- The School would cooperate fully with any Police investigation and any safeguarding investigation by Social Care
- Head will inform the Chairman of Governors
  
- The Insurers would be informed
- 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
- 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 will speak to the parents to discuss events and give an account of the incident
- The Head will promise a full investigation (if appropriate involving Social Services/ Local Children's Safeguarding Partnership)
- 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.

## **PROCEDURES TO BE FOLLOWED BY STAFF WHEN A CHILD IS NOT COLLECTED ON TIME**

Usually parents will contact the office if they know they are running late. If a child is not collected within half an hour of the agreed collection time, we will call the contact numbers for the parent or carers. If there is no answer, the SMT member of staff on duty will begin to call the emergency numbers for this child. During this time, the child will be safely looked after. If there is no response from the parents' or carers' contact numbers or the emergency numbers within a 1 hour period from the end of the School day (6pm), the Head or DSL will contact:

- a social worker by calling the WBC Referral and Assessment Team (Children's Safeguarding and Social Care Team) on telephone **0118 908 8002** or by email: [triage@wokingham.gov.uk](mailto:triage@wokingham.gov.uk). You will also need to complete a multi agency referral form (see below).
- For concerns out of hours contact the Emergency Duty Team - out of office hours: telephone: **01344 786 543**

Social Services will make emergency arrangements for the child and will arrange for a visit to be made to the child's house; checking with the Police. We will make a full written report of the incident.

We undertake to look after the child safely throughout the time that he or she remains under our care.

When a child is collected after 6pm, parents are asked to sign then out with a note of the time the child is collected. A late fee may be charged and added to the school account.

### **Specified search areas within the School**

In the event that a search of the whole school is required there are a number of locations that will need to be checked. A haphazard approach to this will mean that some areas will be checked more than once and other areas will likely be missed. To this end the following list shows the areas of the school that are to be checked and staff available will be allocated various zones. This should not be rushed but staff should be aware that the process will need to be done swiftly as, in these circumstances, time is of the essence. Once complete the senior staff member to have checked the area is to report to the Headteacher that the check has been conducted. The following is the list of locations to be checked:

- Adventure Playground
- TLC Hub
- Show Lawn including willow village and forest/bush area
- Bus shelter
- Road side Forest School Site
- Sports Hall : gym, kitchen, office, store, toilets, changing room and locker area
- Eaton Grange Including toilets, changing rooms, conference room, meeting room, classrooms and library

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- The Grange including toilets, dining room, kitchen, behind the lift, classrooms
- Farm area and back field by it
- Polytunnel near LG and astro beside it
- Athletics Field, cricket pavilion, forest school site and toilets
- Main Field
- Little Grange including the surrounding outdoor area and forest school
- Langton Buildings
- The Hive, toilets and outdoor area
- John Graves Wing toilets, changing rooms and classrooms
- Scott Wing classrooms and toilets
- Eaton Grange and Dining Room
- Admin Block (incl. First Aid Room)
- Workshops
- Carpark areas front and back of school
- Music School practice rooms, classroom, toilets, kitchen and Caudwell Hall
- Pre Prep classrooms including resource room, cloakrooms and toilets
- Outside Toilets, astro and polytunnel near swimming pool
- Library Oak Hall
- SMT offices and toilets.
- The music studio
- Animal pens