



## MISSING CHILD AND LATE COLLECTION POLICY

Policy owner:	DSL
Frequency of review:	Bi-annually
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Comments:	

	<b>Name (role):</b>	<b>Date:</b>
Reviewed:	B Laatz (DSL)	September 2021



## **Missing Child and Late Collection Policy** (This Policy includes EYFS Children)

### **INTRODUCTION**

The welfare of all of our children at St Christopher's 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 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. This Policy also applies to EYFS.

### **LATE COLLECTION OF PUPILS**

Pupils who are not collected from school at the end of the school day attend After-School Club (Pre-Prep pupils) or Prep (Middle and Upper School pupils) or Extra Curricular Activities. Details of these after-school care and activity sessions are outlined in the Parents' Handbook.

If a parent or carer has not arrived by 5.30pm, then the pupil will be taken to the duty member of the Senior Management who should try to contact the parents or carer and will remain in school until they arrive.

If a child is not collected after a games fixture, the games coach remains with the child and contacts their parents. If the parents or nominated emergency contact does not arrive then the games coaches will contact the Head of Boys or Girls Games. If a parent still does not arrive, then the Head of Boys or Girls Games will contact the duty member of SMT.

If a child is not collected after an extra-curricular activity, the instructor will try and contact the child's parents. If the parents or nominated emergency contact cannot be reached and the parent does not arrive then the instructor will contact the duty member of SMT and remain with the child until handing over to a member of SMT.

If the parent or carer still does not arrive, the duty member of SMT will contact the nominated emergency contact. In the last instance, if no contact can be established, the duty member of SMT will inform the Deputy Head (Safeguarding), Bridget Laatz, the Headmistress of the Pre-Prep, Judith Richards or Andrea Bentham, Head of EYFS, who are the School's Safeguarding Lead/Deputies, and one of them will contact Brighton and Hove Social Services (see *Safeguarding and Child Protection Policy*). The duty member of SMT will contact the Police.

### **POLICY FOR CHILDREN WHO ARE MISSING DURING SCHOOL HOURS**

In the event of a child found to be missing from the school premises during school hours, the following procedure will be followed:

- The teacher or member of staff on duty will take a register in order to ensure that all the other children were present
- Inform the School Office or duty SMT member immediately who will establish by reference to the main school register that the child is or is not in attendance



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- The school office staff will immediately inform the Headmaster and the Senior Management Team
- Ask all the adults and children calmly if they can tell us when they last remember seeing the child
- Teach all of the other children in their classroom(s)
- The Bursar will initiate an immediate and comprehensive check of the security CCTV records of the school site for signs of entry/exit
- A member of the SMT will arrange for all available teaching and support staff to initiate an immediate search of the premises and the immediate surrounds of the school site, carefully checking all spaces including (cupboards and washrooms) where a small child might hide

If the child is not found, the following steps would be taken:-

- Inform Deputy Head (Safeguarding), Bridget Laatz, Head Mistress of the Pre-Prep, Judith Richards or Andrea Bentham, Head of EYFS, who are the School's Safeguarding Lead/Deputies. Ask the Headmaster or Headmistress of the Pre-Prep to telephone the child's parents and explain what has happened and what steps have been set in motion. Ask them to come to school at once
- The Safeguarding Lead/Deputies will notify the Police. The School's *Critical Incident Management Plan* will be initiated at this stage
- All available staff will be deployed to continue a search and if the child's home is within walking distance, a member of staff will set out on foot to attempt to find the child
- The school will cooperate fully with any Police investigation and any safeguarding investigation by Social Services
- Inform the Chairman of Governors
- The Bursar to inform the Insurance Company

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**

- Trip leader and members of staff to carry out an immediate head count to ensure that all the other children were present
- An adult/adults would search the immediate vicinity
- The remaining children would be taken back to school
- Inform the Headmaster and Safeguarding Lead/Deputies by mobile phone



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- Ask the Headmaster 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/ the school)
- Contact the venue Manager and arrange a search
- Contact the Police
- The Safeguarding Lead/ Deputies would inform the local Social Services
- The school will cooperate fully with any Police investigation and any safeguarding investigation by Social Services
- Inform the Chairman of Governors
- The Bursar to inform the Insurance Company.

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 Headmaster will speak to the parents to discuss events and give an account of the incident
- The Headmaster will promise a full investigation (if appropriate involving Social Services/ Social Services)
- Media queries should be referred to the Headmaster
- 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

Last reviewed: September 2020

Next review: September 2022