



**Independent, Co-educational, Day and Boarding  
Preparatory School**

**Missing Child Policy  
(P216)**

Registered Charity No: 1086829

Date of Issue: Aug 20

Review Date: Aug 21

**Owner: Deputy Head (Operations)**

## **DEAN CLOSE PREPARATORY SCHOOL**

### **MISSING CHILD POLICY**

#### **Prevention:**

Every effort is made to ensure that safety of the pupils whilst they are in the School's care. To prevent a child going missing all children are registered twice a day, at the start of the School day and after lunch. The completed registers for morning and lunch time are logged and the School Office follows up any unaccounted absences and call parents. At the beginning of each lesson and activity the teacher should carry out an informal registration to determine if all who should be in attendance are present. In the event that a pupil is not accounted for, the office must be informed immediately.

When there is a trip off the School premises then it is the responsibility of the staff taking the trip to ensure that a regular register is taken, this will depend on the nature of the trip, the mode of transport used and the location of the trip. (See off site trip policy/procedures).

The children are supervised at all times, whether in the classrooms before school starts, during break time, meal times, PE or Games lessons, or off Games, after school facilities and during Prep.

At the end of the School day or after activities, the children are only allowed to leave the School premises if their parent or an adult approved by their parents has come to collect them and they sign out. Children in Year 6 are only allowed to leave the school premises alone if written permission has been given by the parent: children in Years 7 & 8 may sign themselves out but must not loiter at the front of the school for more than 5 minutes. If they have not been collected after 5 minutes they must return to their House. The Year 6 permission will be kept on file in the school office.

If no approved adult is there at normal pick up time, the child will be supervised in the Centenary Hall until collected or 6:15 p.m. If the relevant adult has not arrived to collect their child by 6:15pm the child will be left in the care of the person on duty there whilst enquiries are made and until they are collected. If the approved adult is going to be significantly later than 6:15pm then the child will be taken to an age and gender appropriate Boarding House and placed in the care of the staff there until collection is made, the parent having been informed of this.

When a child is collected from School during the School day, whether due to illness or a prearranged appointment, they must ALWAYS be collected from the School Office so that a note may be made in the register to record the fact that they are no longer on premises. Pupils are not allowed to leave the School premises on their own during the course of the School day, regardless of year group.

It is the responsibility of the member of staff on duty whether teaching or supervising play to ensure that the children remain safe. Any visitors to the School are recorded arriving and leaving by reporting and signing out from the School Office.

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Parents who come to School during the School day are requested to report to the School office.

There is a digital CCTV system in operation which covers the only entrance to the School premises and overlooks the back gate.

**Missing Child Procedure:**

**Procedure 1** - If a child is noted to be missing from the School premises:

- One member of staff should call the register to check and establish which child is missing.
- Check with the School Office immediately and whether the child has another commitment e.g. music lesson, play rehearsal, School trip, external appointment, changing rooms and pupils' toilets etc and inform the Staff member on duty in the School Office of the situation.
- If the child is still not found the office staff will inform either the Headmaster / Deputy. At this point the member of the Senior Leadership Team will deem this a 'Missing Child' and will follow the processes outlined below.
- The Deputy Head (and Boarding Co-ordinator for boarding pupils) should be informed and all available staff will check grounds and rooms to ensure the child has not hidden or been locked in anywhere within the boundary. This search should take no longer than 10 minutes.
- The Deputy Head (or Boarding Co-ordinator out of school hours) will contact the police and the parents (unless there are reasons connected with the child's welfare which indicate that this should not be done.) after sufficient time has elapsed from the point of the child being found to be missing. This decision will take into account the nature, gender and age of the child as well as the circumstances under which the child went missing.
- If the child is not found the police are telephoned by a senior member of staff on site no more than 30 minutes after a 'Missing Child' is called.
- The child's parents are informed after the Police are contacted.
- The Chair of Governors is informed after 1 hour.
- 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.

**Procedure 2** - 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, parents will be contacted immediately. If it is thought that the child may be a danger to himself or others then reasonable force to return the child to the School premises may be used.

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- 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 available to leave the premises to observe the child the Deputy Head (or Head of Boarding outside school hours) 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.

This Policy needs to be read in conjunction with the *Crisis Management Policy* (W036).

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