



Kimbolton Preparatory School
Missing Child Policy
EYFS, KS 1 and KS 2

Introduction

The welfare of all of our children at Kimbolton School is our paramount responsibility. Every adult who works at the School appreciates 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, designed to ensure a maximum level of supervision.

All schools that provide for early years children within an EYFS framework are legally required to have:

- A policy for the procedures to be followed in the event of a child going missing during the school day
- A procedure to be followed in the event of a parent failing to collect the child at the appointed time

In addition the School has identified the need for guidance on:

- Procedure to be followed by the school in the event of prolonged unexplained absence of a child.
- Procedure for a pupil going missing **on a trip/outing**

There are also clear links between this policy and policies on Safeguarding and Safer Recruitment, issues of potential exploitation and the 'Prevent' duty. Reference is made to Keeping Children Safe in Education (September 2018), Working Together to Safeguard Children (2018), the School's anti-bullying procedures and the Critical Incident Procedure.

1. Actions to be followed should a child go missing during the school day

Our procedures are designed to ensure that there is a system to identify that a child is missing and can be located without any undue delay. In all situations it is the objective to promote the welfare of the child concerned and to ascertain the reasons for going missing, including any incitement by others. If a child is thought to be missing, the following applies:

- Take a register in order to ensure that all the other children are present
- Check with the office, class teacher, nurse (& counsellor), Sport/activity/music board, Academic Support timetable or other individual activities
- Ask all of the adults and children if they can tell us when they last remember seeing the child
- Check with the School Office that the child has not been signed out/collected
- Check that Class Teacher/Tutor is not aware of any reason why the child may not be in school
- Occupy all of the other children in their classroom(s) by e.g. reading to them
- Inform the Prep Headmaster, Senior Deputy Head (Designated Safeguarding Lead) and the Head of Lower Prep (if the pupil is in Reception – Year 2).
- At the same time, arrange for one or more adults to conduct a thorough search within the area last used by the children, both inside and out, carefully checking all spaces, cupboards, washrooms where a small child might hide.

- The Prep Headmaster/Senior Deputy Head (DSL) would arrange for staff to search the rest of the school premises, grounds and local vicinity.
- Notify the Senior School security to alert all staff to be vigilant
- Check the doors, gates and CCTV records for signs of entry/exit
- Check outside areas including outdoor buildings
- If child was meant to be getting the bus, phone bus company (Robinsons) to check they are not on another bus (01480 860581)

If the child is still missing the following steps will be taken:

- The Prep Headmaster/Senior Deputy Head (DSL) will inform the Kimbolton School Headmaster (and the Senior School Designated Senior Lead
- The Prep Headmaster/ Senior Deputy Head (DSL) will ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the School at once.
- The Prep Headmaster/ Senior Deputy Head (DSL) will notify the Police
- The Senior Deputy Head (DSL) will inform the Local Children's Services
- The School would co-operate fully with any Children's Services/Police investigation and enquiries
- Inform the Chairman of Governors
- Insurers to 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 will be made for the incident report.

2. Procedures to be followed by staff when a child is not collected on time

If a child is not collected and is unaware of any changes to the family plans at the agreed collection time, the staff member responsible for the pupil will call the contact numbers for the parent or carers.

The Critical Incident Procedure will then be followed and a member of the SLT informed. The School will call the contact numbers for the parent or carers. If there is no answer, the School will begin to call the emergency numbers for this child.

If there is no response from the parents' or carers' contact numbers or the emergency numbers when the premises have closed (6.00 p.m.) staff must:

- Continue to follow the Critical Incident procedure
- Contact the Headmaster to discuss procedure
- Possible procedures could include: Police (non-emergency number) to explain the situation and request that the police visit the first point of contact address.
- Co-operate with the police in providing all relevant numbers/addresses so that the authorities can make appropriate investigations to locate parents/carers.
- Under the guidance of the Police, contact the local Children's Services office (or out of hours duty system)

The relevant numbers are:

Local Police non-emergency number(s)	101
Cambs: Integrated Front Door (MASH)	0345 045 1362
Cambs: Emergency Duty Team (out of hours)	01733 234 724
Beds: Access & referral Hub	0300 300 8585

Beds: Emergency Duty Team (out of hours)	0300 300 8123
Northants: Social Care	0300 126 1000
Northants: Emergency Duty Team (out of hours)	01604 626938

A full report of the incident will be written.

3: Actions to be taken if a child goes missing on an excursion (in line with the critical incident procedure)

- All children will be gathered in a safe room/area
- An immediate head count will be carried out in order to ensure that all other children are present
- If at a visitor centre/attraction the trip leader will alert the centre manager/security and seek assistance in any search
- The trip leader will coordinate a search using support adults and venue staff to check the areas recently visited ensuring suitable ratios are in place for the remaining children.
- Initial searches will be conducted
- Mobile contact will be constantly tried with the pupil (if appropriate)
- Inform the designated SLT member or the Prep Headmaster and the DSL by phone
- The Critical Incident procedure will be referred to.
- [If the child is injured] A report would be made under RIDDOR to the HSE
- In the case of an EYFS child going missing Ofsted will be informed.

A full record of all activities taken up to the stage at which the child was found must be made for the incident report. If appropriate, procedures would be adjusted.

4: Procedure to be followed by the School in the event of prolonged unexplained absence of a child i.e. a period of more than 3 days

In the first 12/24 hours:

- The School Office staff will contact the first named contact on record. If this is unsuccessful:
- The School Office staff will contact the next named person(s) on record
- If all contact numbers have been exhausted, then the School Office staff will email all parents/carers in order as above.
- With all contacts exhausted the School will wait for a response from the parent/carer.
- The Prep Headmaster and DSL will be informed of an unexplained absence
- The School Office will follow up every day the pupil is absent
- The School Office will follow up with a phone call after 3 days if contact has or has not been made

After 3 days and no contact has been received by the pupil or carers the following actions will be taken:

- The DSL will alert the local safeguarding team for the child's home address and await and act on the advice given. This will be fully documented.

Records will be maintained of attempts to contact all relevant parents/carers.

5: Children Missing from Education

If there are repeat occasions or any safeguarding concerns, the DSL will be informed. Specific cause for concern pupils are highlighted and direct communication will be made with the DSL. Pupils who regularly miss education are considered vulnerable and staff should be aware of the potential of safeguarding issues,

especially low MH, FGM, CSE and involvement with drugs. Where possible, School will have two emergency contact details for each child. The DSL will contact EHH for advice if a pupil's attendance falls below 70% for any safeguarding or wellbeing reason. The School will inform their local authority of any pupil who is absent for 10 days or more without permission and/or who is going to be deleted from the admission register for any of the reasons highlighted in the KCSIE September 2018. The School will follow the procedure as set out in Cambridgeshire's Children Missing Education guidance. Governors are responsible for ensuring that the School has an appropriate Safeguarding response to Children who go missing from education. The Headmaster is delegated to inform both the LEA and the Chairman of Governors when such incidents occur.

We undertake to look after the child safely throughout the time that he or she remains under our care and will ensure that every reasonable action is taken to actively promote the welfare of our pupils.

**Reviewed: September 2018
Headmaster**