



Missing Child Policy and Procedures When a Child is Not Collected on Time

This policy applies to the whole school including the EYFS.

This policy and action plan applies to both Pre-Prep and the Prep School. The plan ensures that all staff in the school are clear about the actions necessary in the event of a missing child and the procedure to be followed by the school in the event of a parent failing to collect a child at the appointed time.

Annual training is undertaken.

The overall co-ordinator and central control for the policy is the Headteacher. In his/her absence, a member of the Senior Leadership Team would assume the role. This role is supported by all staff.

The safety and wellbeing of all of our children at Oakwood 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.

- We take great care to closely monitor the attendance of all our children and whenever there is doubt of a child's presence, we take the steps outlined in this plan immediately.
- The register is taken each morning and before afternoon lessons to monitor the attendance of all of our children.
- A daily list of absentees is kept in the School Office.
- Staff check that all children are present at the start of each individual lesson.
- Late arrivals to school report to the Reception Desk/School Office where their attendance is marked in the electronic register / Paper copy. Regular reminders to parents should be placed in the Friday Flyer that late arrivals must report to the Reception Desk/School Office.
- Paper Absentee Registers are kept in the School Office.
- Registers are also taken for Breakfast Club, Lunchtime and After School Clubs, Acorns Tea Club and for After School Activities (**please refer to registration notes in the Staff Handbook**).
- A photo of each child (head and shoulders only) is taken at the beginning of the Michaelmas Term, or whenever a pupil joins the school. Each form tutor is responsible for compiling a folder of named photos for their class and including children who join the school throughout the year. The folders are within a "Missing Child" folder on the

desktop of **EVERY** computer. It is essential that this record is maintained and updated regularly (checked termly).

Serious Violent Crime

In line with KCSiE 2021, all staff are alert to indicators for involvement in serious violent crime. Such indicators include:

- Increased absence from school
- A change in friendships or relationships with older individuals or groups
- A significant decline in performance
- Signs of self-harm or a significant change in well-being
- Signs of assault or unexplained injuries
- Unexplained gifts or new possessions

It is a priority for staff to be aware of these indicators as they may have an impact on a child's vulnerability and safety at school. Staff receive regular safeguarding training to ensure up-to-date knowledge and understanding. (Refer to Child Protection and Safeguarding Policy Sept 21).

Information for Parents

Our companion policies describe:

- The arrangements for handing over children to the care of their parents at the end of the day.
- 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 it from the rest of the school.

The enhanced supervisory arrangements for outings involving our children are set out in two detailed policy documents "Educational Visits and Activities" and "Educational Visits for EYFS Children". Both documents are on our website. We review these policies 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.

Action Plan to be followed by staff if a child goes missing from school

1. **Notification:** The member of staff who notices a child is absent calls the school office to check the electronic register and see if the child is sick, has gone home, temporarily left the site for an appointment or is at a music or special educational needs lesson. Office staff to check emails and/or phone messages for any recent information from parents. Phone confirmation to form teachers/Prep supervisors etc. to check attendance.
2. **Security:** The School Office radio Maintenance to close the school gate and prevent traffic from driving in/out of the school.
3. **Search of Immediate Area:** If there remains any doubt as to where the child is, the Office and Maintenance teams are radioed to search the following areas:

Maintenance x2: Outside areas of Prep School: The Barn, Lyne Hall, Gym, Gym Toilets (both inside and out), Pavilion, Science Lab, Food Tech Room, Dining Hall, Kitchen and outside kitchen area.

Maintenance x1: Swimming Pool, pool changing rooms, pool toilets, pool plant room and Nursery/Nursery garden.

Office x2: Main House - Prep School basement toilets, changing rooms, Turret Room (if unlocked), Heritage Room, Art Room, Pevensey Staffroom, Boot Room, Staff Toilet, Library, upstairs classrooms, Head of Pastoral Care's office, Halnaker (SEND office), 2 x SEND rooms and upstairs toilets. (CH to check staff accommodation).

Office x1: Year 5 Classrooms, Hastings office and Harcombe Block.

Office x1: All Pre-Prep Brewhouse classrooms, PPHall, all PP toilets, conservatory, school shop and Brewhouse Garden.

If the child remains missing at this time after the above checks, parents will be contacted by a member of the Senior Leadership Team to keep them informed and establish if there is any further information we should be made aware of.

CODE RED - Missing Child

If the child is still missing a member of the senior leadership team or office staff activate a **'Missing Child Code Red'** message to all staff via the school Bodet Communication System. This message directs all staff to activate the procedure to ensure that all pupils on site will be safely supervised while facilitating the Missing Child search. The message instructs all staff to **'Escort pupils to the Pre-Prep Hall or Lyne Hall and to then report to the Heritage Room - CODE RED.'** The office staff will produce printed details of the missing child including a photograph to all staff on arrival at the Heritage Room. **ALL STAFF WHO HAVE A RADIO (on Channel 6) IN THEIR CLASSROOM SHOULD CARRY IT WITH THEM WHEN THE CODE RED IS SOUNDED.**

At this time, with a missing child still not found, the remaining pupils will have been escorted to the following areas by supervising staff as per the CODE RED instruction:

Prep School	Lyne Hall - Head of Drama / Head of Music. Phone available in Lyne Hall. <i>(Phone extension: 401)</i>
Pre-Prep	Pre-Prep Hall - EYFS Leader / + 1 other member of Pre-Prep team as delegated by EYFS leader. <i>(Phone extension: 101)</i>

1. **Outside Agencies:** A member of the office team calls **0845 60 70 999** and alerts the police and contacts the School Police Liaison Officer **01243 520221**. A full description and photo of the child is made available to them on arrival by the School Secretary as well as the estimated time of disappearance.
2. **Local Residents:** The School Secretary then calls the residents on the Oakwood drive to alert them of the disappearance. (See Appendix 1 held in the school office).
3. **On site staff:** The remaining staff who have reported to the Heritage Room are allocated responsibilities by the Headteacher or member of SLT so that the school and its

surrounding areas can be searched effectively. It is imperative that **All School radios are brought to the Heritage Room for allocation to aid the search.**

4. **Staff search for the wider area:** staff are allocated to search areas. 1 radio must be taken by each group. High visibility jackets should be worn. The School Secretary should advise the search groups of the address of the missing child as he/she may well attempt to go home.

The Headteacher will assign the following areas/roles:

- **Off-site Search: 3 cars: 1 driver + 1 passenger in each car** (each car to have a mobile phone - charged and switched on to loud). The following roads will be driven up and down until the School Secretary calls them back to the school. Police called to the scene will be given registration numbers and locations of searching cars.

Driver A and Passenger B

Salthill Road (off Funtington Road B2178 & A259)

Driver C and Passenger D

Hunters Race (off B2178 Funtington Road)

Driver E and Passenger F

Mouthey's Lane (off Funtington Road B2178)

East Ashling (Funtington Road B2178)

- **On-site Search:**

G - 2 x staff members Nursery & Brewhouse garden, Pre-Prep playground, car parks

H - 2 x staff members Playing fields, Teddy Bear Woods, tennis courts x 2

I - 2 x staff members Woods: Woodland Walk to Fenn House, via Outdoor classroom and running along the periphery of the car park and woods

J - 2 x staff members Woods: Fenn House to the Pool, via cross country route, along the boundary fence

Once all outdoor areas have had a second sweep staff should radio to central control. Repeat sweep—search until advised accordingly.

K - 2 x staff members Walk from Fenn House to the bridge and through the woods towards Sennicotts Church. They must radio central control on arrival at Main Road before the Church. They should wait there until they have been given a command to come back to school.

L - 2 x staff members Walk the length of the back drive and remain at Mouthey's Lane until called back to Oakwood by central control. They must radio on arrival at the end point.

M - 2 x staff members Walk the length of the school drive and back again and wait until radioed to come back to the school. 1 x radio and high visibility jackets to be worn.

Equipment required:

Assigned Roles Sheet

All radios, 13 torches, 13+ high visibility vests.

Radios will be fully charged at all times. Radios are kept in a variety of places around the school: the Main Office (4), Maintenance (3), Science Lab (1), Assistant Bursar's Office (1), Girls' Changing Rooms (2), PE Office in Gym (2), Squirrels (1), PP First Aid (1), Gym (2), Kindergarten (2), Nursery (1), Kitchen (1).

20 members of staff are required for the search operation and a minimum total of 7 radios are required to execute this plan.

Staff to radio the central control on completion of the search.

5. **Communication to parents:** Parents will be kept updated throughout the process. If the parents arrive at the School, a member of SLT will support them.
6. **After School Clubs and Activities:** If a child goes missing after school hours and during 'after school activities', the same action plan is followed, apart from **all** children assemble in the Lyne Hall. The members of staff looking after 'Acorns Tea Club' remain with the children.
7. **Recording:** A full record of all activities taken up to the stage at which the child was found would be made for the incident report by the Headteacher. If appropriate, procedures would be adjusted.
8. **Health & Safety:** Due to Health and Safety precautions, kitchen staff remain in the dining hall and kitchen areas unless specifically allocated elsewhere. Staff will undertake a thorough search of the kitchen and dining area.

CODE RED - Missing Child found

The priority of all search staff on finding the missing child is to reassure and comfort the child then immediate notification of finding the missing child should be given to the office/Headteacher via the school radios. This will then be communicated to all other staff conducting the search and supervising staff in the hall(s) via phones or radios. The Headteacher will ensure the parents and the police are informed. Further communication will be given to instruct in the next steps in returning pupils and staff to their timetabled lessons/locations.

CODE RED - Missing Child not found

At the point at which a missing child is not found, the police will lead the investigation and the school will cooperate with their investigations. All search staff will be recalled back to the school and given instructions accordingly.

At this point the Headteacher/DLS will ensure that the Local Children's Safeguarding Board, the Chair of Governors and the Insurers are informed. If a child is in the EYFS, ISI would be informed.

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 / follow guidance of site
- Inform the Headteacher and the Safeguarding Lead by mobile phone

- Ask the Headteacher 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 school at once
- [Contact the venue Manager and arrange a search]
- Contact the Police
- The 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
- Inform the Chair of Governors
- ISI would be informed if the child was in the EYFS Department
- 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 by the trip leader. If appropriate, procedures would be adjusted.

ACTIONS TO BE FOLLOWED BY STAFF ONCE THE CHILD IS FOUND ON AN OUTING

- 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 Headteacher will speak to the parents to discuss events and give an account of the incident
- The Headteacher will ensure there is a full investigation (if appropriate involving Social Services/ Local Children Safeguarding Board)
- Media queries should be referred to the Headteacher
- 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.
- Office staff will contact all staff out searching including the Lyne Hall and Pre-Prep Hall, to update on the situation. Pupils can then return to normal lessons.


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

If a child is not collected within 15 minutes of the agreed collection time, we will call the contact numbers for the parent or carers. If there is no answer, the Teacher or Office 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 two hour period/when the premises are closing, the Headteacher will contact the Social Care Duty Officer. Social Care will make emergency arrangements for the child and will arrange for a visit to be made to the child's house and will check 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.

Monitoring, Training and Review

This policy will be reviewed annually. All staff will be trained in the action plan regularly.

Reviewed: April 2016	By:	Yvonne Lee, Assistant Head Marianne Burbridge, Assistant Bursar
Reviewed: April 2017	By:	Yvonne Lee, Assistant Head Marianne Burbridge, Assistant Bursar
Reviewed: May 2018	By:	Yvonne Lee, Assistant Head Marianne Burbridge, Assistant Bursar
Reviewed: January 2019	By:	Yvonne Lee, Assistant Head Marianne Burbridge, Assistant Bursar
Reviewed: September 2019	By:	Clare Bradbury, Headteacher Chrissie Zoltowski, DSL
Reviewed: September 2020	By:	Clare Bradbury, Headteacher Chrissie Zoltowski, DSL
Reviewed: August 2021	By:	Chrissie Zoltowski, DSL
Signed: 	By:	Clare Bradbury Headteacher
Next Review Date:		September 2022

Missing Child Policy – Assigned Roles (off-site)

	Area to be searched	Name	Mob. No.	Car Reg
Driver A	Salthill Road (off Funtington Road B2178 & A259)			
Passenger B				n/a
Driver C	Hunters Race (off B2178 Funtington Road)			
Passenger D				n/a
Driver E	Mouthey's Lane (off Funtington Road B2178) East Ashling (Funtington Road B2178)			
Passenger F				n/a

Missing Child Policy – Assigned Roles (on-site)

	Area to be searched	Name
G - 2 x staff RADIO + 2 VESTS	Nursery & Brewhouse garden, Pre-Prep playground, car parks	
H - 2 x staff RADIO + 2 VESTS	Playing fields, Teddy Bear Woods, tennis courts x 2	
I - 2 x staff RADIO + 2 VESTS	Woods: Woodland Walk to Fenn House, via Outdoor classroom and running along the periphery of the car park and woods	
J - 2 x staff RADIO + 2 VESTS	Woods: Fenn House to the Pool, via cross country route, along the boundary fence	
K - 2 x staff RADIO + 2 VESTS	Walk from Fenn House to the bridge and through the woods towards Sennicotts Church. Radio central control on arrival at Main Road.	
L - 2 x staff RADIO + 2 VESTS	Walk the length of the back drive and remain at Mouthey's Lane until called back to Oakwood by central control. They must radio on arrival at the end point.	
M - 2 x staff RADIO + 2 VESTS	Walk the length of the school drive and back again and wait until radioed to come back to the school.	