
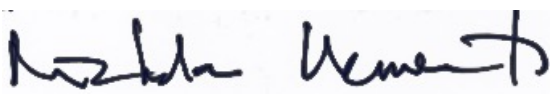


BRONTE SCHOOL



MISSING CHILD PROCEDURES (Including EYFS)

	Date	Signed
Date reviewed	Sept 2019	 (Mrs. Emma Wood, Headmistress)
Ratified by Proprietor	Sept 2019	 (Mr. Nicholas Clements, Proprietor)
Date of next review	SEPT 2021	

The safety of our pupils is our priority whilst they are in our care at school. These procedures set out how we would deal with the unlikely event of a child going missing.

1. Responsibilities

- It is the Headmistress's responsibility to ensure that all relevant staff are aware of these procedures, to ensure relevant staff are aware of their responsibilities, what is expected and the procedures to follow and to ensure that they are reviewed regularly.
- It is the responsibility of all staff to read these procedures and act at all times according to its guidance.
- It is the responsibility of parents to ensure they provide correct and updated contact information and know the procedures for handover of their child at the beginning and end of the day.
- It is the responsibility of the Proprietor to ensure he is aware of the school's procedures.

2. Procedures in the event of a child going missing

In the event of a member of staff fearing that a child has gone missing while at school:

- Member of staff who has noticed the missing child will calmly inform the Headmistress or Deputy Head.
- Staff will promptly but calmly round up all pupils to a safe area.
- Staff will count and name check all the pupils present against the register while the group are assembled in one place.
- AT THE SAME TIME all other available staff will conduct a thorough search of the premises and notify the Headmistress / Deputy Head immediately if the child is found.
- A thorough check of all exits is to be made to make sure all gates/doors were locked and there are no other ways a pupil could have left the school. If something is discovered this needs to be drawn to the attention of the Headmistress / Deputy Head immediately.
- If the child has not been found by the time the register check is completed staff will begin a search of the area immediately.
- The safety and care of other pupils is paramount so the security of the school and the number of staff remaining to supervise the other pupils in the school must be adequately maintained while the search continues.
- At the same time the CCTV will be reviewed.

- If the child has not been found after approximately 10 minutes from the initial report of them as missing then parents should be notified. The Headmistress or next most senior member of staff on site will decide at which point the police need to be contacted. When contacting parents or carers please ask them to bring with them a recent photograph of their child.
- Staff must try to remember and write down a description of what the child was wearing and any distinguishing features.
- If the missing child has any special medical or learning needs then these need to be noted to be disclosed to police or other agencies.

In the event of a member of staff fearing that a child has gone missing while off school premises:

- Visit leader must ensure safety of remaining pupils. At least 2 staff must stay with them. (If only two staff on visit due to small number of pupils involved in the visit, one should stay with remaining pupil(s) and one to start the search.
- One or more adults should immediately start searching for the child.
- Visit leader should contact school to alert them.
- If the child is not found within approximately 5 minutes, Visit Leader must contact police by phoning 999.
- Visit leader should alert school that the police have been contacted and school will make arrangements to notify parents, after which procedures above to be followed.

In the event of a member of staff fearing that a child has gone missing from After-School Care, the following procedures will apply:

- One member of staff to stay with remaining children.
- Register to be checked to ensure the child hasn't been collected.
- Back gate to be checked to ensure no possibility of escape, and toilets checked.
- Member of Ops Committee to be alerted (by emergency phone contact if not on site).
- Sweep of building by all available staff.
- If the child has not been found after ten minutes, parents to be notified and the Headmistress or next most senior member of staff to decide at what point police should be contacted.