



The Schools at Somerhill

Somerhill Pre-Prep including EYFS

Late and Missing Child Policy

Next review due: October 2012

INTRODUCTION

The welfare of all of our children at The Schools at Somerhill 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.

Late Child

In Nursery and Kindergarten there are special registers which the parent signs. These registers record the arrival time of the pupil.

If a child is late and there is no message concerning the absence, then staff should attempt to contact the parents. If the office receives a message, then the register is updated centrally.

Late Collection

If a child is not collected at the expected time, then the member of staff responsible should contact the parents and named responsible people which are stored on the PASS system or the hard copy which is held in Mrs Caygill's office. If a child is uncollected by 6pm and the parent/carer has made contact the member of staff should stay with them until the parent/carer arrives. If by 6 pm no contact has been made with the parent/carer a resident Senior member of staff - JC in case of a boy – SM in case of a girl - should be contacted.

ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING FROM THE SCHOOL

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child was found to be missing, we would carry out the following actions:

- Take a register in order to ensure that all the other children were present
- Inform the Head/Deputy
- Ask all of the adults and children calmly if they can tell us when they last remember seeing the child
- Occupy all of the other children in their classroom(s) by reading to them
- At the same time, arrange for one or more adults to search everywhere within the Department, both inside and out, carefully checking all spaces, cupboards, washrooms where a child might hide
- Check the doors, gates [and CCTV records] for signs of entry/exit

If the child is still missing, the following steps would be taken:

- Inform the Principal

- Ask the Head/Principal 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
- The Principal/Head would notify the Police
- The Principal/Head would arrange for staff to search the rest of the school premises and grounds
- If the child's home is within walking distance, a member of staff would set out on foot to attempt to catch up with him/her
- The Child Protection Officer/Principal/Head 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 Chairman of Governors
- Ofsted would be informed
- 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. If appropriate, procedures would be adjusted.

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
- Inform the Head of the Principal/Head by mobile phone
- Ask the Principal/Head 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 Child Protection Officer/Principal/Head 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 Chairman of Governors
- Ofsted would be informed
- 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. If appropriate, procedures would be adjusted.