



SOMERHILL

SOMERHILL PRE-PREP INCLUDING EYFS

LATE AND MISSING CHILD POLICY

Policy Owner: Somerhill Head of Pre-Prep

Reviewed: September 2024

Next Review Date: September 2025

References:

Keeping Children Safe in Education May 2024, DfE guidance.

Early Years Foundation Stage (EYFS) Statutory Framework, January 2024, DfE.



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Overview

This policy is based on the following guidance documents:

- Early Years Foundation Stage (EYFS) Statutory Framework, January 2024, DfE.
- Keeping Children Safe in Education, DfE guidance, May 2024
- Working Together to Safeguard Children, DfE guidance, February 2024
- Signs of Abuse NSPCC fact sheet: www.nspcc.org.uk/signsofabuse
- Children Missing Education, DfE guidance, August 2024

Introduction

The safeguarding and welfare of all pupils at Somerhill is our paramount responsibility. Every adult who works at the school has received the appropriate child protection training and understands that he or she has a key responsibility to keep the children safe at all times. Our staffing ratios meet the minimum statutory requirements to ensure that every child is supervised appropriately when they are in our care. This policy applies to all EYFS pupils during the school day and during after-school activities.

Arrival Procedure

Children are dropped off between 8:00 and 8:20 a.m. using the 'Drop and Go' system, where they are directly handed over to a member of the Somerhill staff. For children attending the breakfast club, they must have booked a place through the cloud system. Breakfast club drop-off is between 7:30 and 7:35 a.m., allowing a Pre-Prep staff member to escort them to the dining room.

The Early Bird drop-off, which is available from 7:45 to 7:55 a.m., has specific procedures:

- Year 1 and Year 2 children should be walked by a parent or carer to the Pre-Prep Hall.
- Children in Reception, Kindergarten, and Nursery should be taken to the Nursery classroom, where they will be handed over to a Pre-Prep staff member.

Registration in the classroom each day is at 8.30am. In Pre-School the children self-register with support from their early year's key person. There is an electronic attendance register taken by the class teacher or early years key person at the start of the morning, then just before lunch to account for those children leaving at 11:30am (Nursery only) and again at the beginning of the afternoon session.

If a child does not arrive at school and there is no message concerning the absence, the school office will attempt to contact the parents to confirm the child's absence. The office will add the information to the register to inform the class teacher.

Uncollected child procedure

If a child is not collected at the expected time at the end of the school day, the child will be reassured and then will be taken to the after-school provision by a member of the Early Years



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staff; 'Little Somers' for children in Nursery, Kindergarten and Reception and 'Somers' for children in Year 1 and 2. During this time, a member of the office staff should attempt to contact the parents/carers or the named people responsible. This information can be found on the iSAMS system. If a Pre-School child has not been collected and there is no member of staff known to the child on duty, the Head or Deputy may ask an adult known to the child to stay on duty until either the child is collected or until 6.00pm when SLT will take responsibility for the child.

If a child is not collected by 6:00 p.m. and the parent or carer has made contact, two members of staff will remain on-site until the parent or carer arrives. In cases where no contact has been made and the school is unable to reach the child's designated responsible person(s), a member of the Senior Leadership Team (SLT) and a Somerhill Pre-Prep (SPP) staff member will take responsibility for the child. The child's welfare and needs will be attended to at all times.

If required, the person in charge will ring the Social Services Emergency Duty Team, for advice to advise them of the situation.

A child will only be handed over to a known person listed on iSAMS. Another parent/carers will not be allowed to take a child, even if they know them, unless the child's parent has authorised this action by telephone, text or email.

All late collection information will be recorded on iSAMS and this will be monitored by the Head. Parents will be contacted by the Head if late collection becomes persistent.

No unauthorised person must be able to enter the Pre-Prep premises and steps are taken to prevent intruders entering the premises. There are security systems in place such as the key card system on external and internal doors and there are signing in/out procedures and name badges for visitors on the Inventory System. Any staff, parent or child arriving and departing outside the usual times is recorded on the Inventory System.

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.

We have the following systems in place to ensure children's safety:

- The morning electronic register is taken at 8.30am. Nursery have a second register at 11.25am for those children leaving the morning session. The afternoon registers for all children in SPP including EYFS is taken at 1.15pm
- Outdoor learning and playtimes are supervised according to the statutory ratios



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- The Early Years outdoor area is within the courtyard
- The courtyard gate is accessed by staff using keycards
- Staff supervise use of the toilets when necessary
- Children are signed in and out at the School Office if they are collected by their parents during the school day. Parents must inform class teachers of daytime appointments verbally, in the contact book, via email or via the School Office
- All children in Early Years have a separate after school provision to the other children in SPP to ensure correct staffing ratios are maintained and children are in a secure environment

All children are closely supervised throughout EYFS and SPP, therefore it is extremely unlikely a child would be deemed missing. However, should a child be thought to be missing, we would carry out the following actions:

- Carry out a head count immediately
- Check or take a register in order to ensure that all the other children were present
- Inform the Head of Pre-Prep (EYFS DSL) or Deputy Head
- Ask all the adults and, if appropriate the children, if they can tell us when they last remember seeing the child
- Withdraw as many adults as possible from the staffing team to help search for the child, ensuring appropriate supervision is in place for all other children
- All available adults search the site both inside and out, carefully checking all spaces, cupboards, washrooms where a child might hide. If possible, 'searchers' to have a mobile phone or walkie-talkie with them
- Check the doors, gates [and CCTV records] for signs of entry/exit

If the child is confirmed missing the following steps would be taken:

- Inform the Headmaster, SPP Head (EYFS DSL) & Deputy Head Pastoral (Lead DSL)
- The Headmaster or Head of Pre-Prep will immediately call the police
- The Headmaster /Head 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 Headmaster /Head will arrange for staff to continue 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 check the child is not walking home
- The Designated Safeguard Lead/ Headmaster or Head of Pre-Prep will inform the Local Children Safeguarding Board
- The school will cooperate fully with any Police investigation and any safeguarding investigation by Social Care



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- The incident will be recorded in writing
- The Chair of Governors will be informed
- ISI/Ofsted will be informed
- The Insurers will 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

Prior to departure or on arrival at venue:

- When possible, children to be easily identifiable, e.g., school uniform worn
- Group leaders have group lists and timed plan for the day
- All staff will have read the trip risk assessment
- School Trips Policy is used to ensure staff and parents know procedures for the day, e.g., regular head counts
- Somershill mobile phones are used, and all adults must follow the Mobile Phone Policy
- Staff will remind children to stand still and ask an adult in a uniform or grown up with children for help if they lose sight of the group

If a child was thought to be missing on an outing, we would carry out the following actions:

- An immediate head count would be carried out to ensure that all the other children were present
- The lead adult will be informed who will then ensure all other adults and the appropriate DSL are informed
- Lead member of staff will notify the police and follow their directions.
- Available adults not supervising the other children, would search the immediate vicinity, including retracing steps to the last place the child was seen
- Staff at the venue will be informed and a description of the child given. The venue manager would coordinate a wider search of the site using venue staff
- Second member of staff will call the school to inform the Head of Pre-Prep or Headmaster.
- The remaining children would be taken back to school. The lead adult, Head of Pre-Prep or Deputy Head will remain on site as the search continues and to liaise with the Police and meet the parents if they have to come to the site
- Only the Headmaster or Head of Pre-Prep will ring the child's parents and explain what has happened, and what steps have been set in motion. They will ask them to come to the school at once
- The DSL/ Headmaster/Head of Pre-Prep would inform the Local Children Safeguarding Board



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- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care
- The incident will be recorded in writing
- Inform the Chair of Governors
- ISI/Ofsted would be informed
- The Insurers would be informed
- If the child is injured a report would be made under RIDDOR to the HSE

The full incident report would be reviewed by the Head of Pre-Prep and lead adult and, if appropriate, procedures would be adjusted.

ACTIONS TO BE FOLLOWED BY STAFF ONCE THE MISSING CHILD IS FOUND

- The Headmaster /Head of Pre-Prep will contact the parents and any emergency services involved
- Talk to, take care of and, if necessary, comfort the child. Counselling may be necessary, and it may be best for the child to go home
- Speak to the other children to ensure they understand why they should not leave the premises/separate from their group/class on an outing
- Inform all staff involved in the search that the child has been found
- The Headmaster /Head of Pre-Prep will speak to the parents to discuss events and give an account of the incident
- The Headmaster will instigate a full investigation (involving Social Services/Local Children Safeguarding Board, if appropriate)
- The investigation will require all concerned to provide a written statement
- The report should be detailed covering: time, place, reason for the outing, numbers of staff, volunteers and children, when the child was last seen, what appears to have happened, the length of time the child was missing and lessons for the future
- Media queries should be referred to the Headmaster