



Missing Child Policy

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Children's safety is maintained as the highest priority at all times at Rocket Productions Pre-Preps, both on and off premises. Appropriate steps are taken to ensure that the premises and surrounding site is secure and gates are locked at all times. During drop off/collection times, when the main door is open, the Head Teacher or a senior member will always be on the door.

Attendance

Teachers sign in the children as they arrive on the class iPad. Then the attendance register is taken at the start of each session (including afternoons for full-days) and the number of children attending recorded.

It is the responsibility of every member of staff to be aware of how many children are present and a quick head count should be taken at regular intervals during each session, i.e. before going out to the garden and when they are lining up to come back inside.

Children who arrive late must be recorded in the register and those who leave early should be marked out and signed out on the iPad app accordingly.

Any children who are not in at the start of the session will be contacted by the Office. Teachers will monitor no attendance and raise any concerns as needed to the DSL and Head.

We ask all parents to provide at least 3 contact numbers in case of Emergency or when we cannot contact them.

Child going missing on the premises

In the unlikely event of a child going missing, the following procedure is followed:

Urgent steps:

- call the police and report the child as missing. Follow police procedure.
- call the parents/carers of the child. If they do not answer the phone a message must be left on any answering service before attempting alternative numbers.
- ensure the rest of the children are safe, calm and supervised.

All steps:

- All staff need to be aware of the procedure when a child goes missing and the need to supply information to support the search, e.g. a recent photograph and a detailed description of clothing.
- As soon as it is noticed that a child is missing the key person or member of staff alerts the Head Teacher, or the Deputy if absent, as well as the Office Guru.
- All staff present will be informed. Some staff will be deployed by the Head Teacher (or Deputy if absent) to start an immediate thorough search of the Pre-Prep, followed by a search of the surrounding area, whilst ensuring that some staff remain with the other children. The missing child's key person and at least another teacher should make themselves available to help.
- The remaining children should be gathered together, supervised and supported throughout, e.g. circle time, so staff can be deployed effectively. The register will be checked to make sure no other child has also gone astray (count children)
- The Head will call the police as soon as they believe the child is missing and follow police guidance.
- The parents of the missing child will also be contacted by the Office Guru (if Head is busy coordinating with the police).
- A second search of the area will be carried out



- During this period, available staff will be continually searching for the missing child, whilst other staff maintain as near to normal routine as possible for the rest of the children in the Pre-Prep.
- The Head will meet the police and parents
- The Head will then await instructions from the police
- In the unlikely event that the child is not found the Pre-Prep will follow the local authority and police procedure
- Any incidents must be recorded in writing as soon as practicably possible including the outcome, who was lost, time identified, notification to police and findings
- Ofsted will be contacted and informed of the incidents
- With incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience. Management will provide this or seek further support where necessary
- In any cases with media attention staff will not speak to any media representatives
- Post-incident risk assessments will be conducted by the CEO, DoE as well as the management team, following any incident of this nature to enable the chance of this reoccurring being reduced

The incident is reported under RIDDOR arrangements (see the Reporting of Accidents and Incidents document). Ofsted will also be informed of the outcome of the incident, in writing. As soon as possible after the incident the setting's insurance company should be notified as well as all the parents. It is natural that the child's parents will be frightened, distressed and angry. Other parents will be rightly concerned for the safety of their own children. All emotions and reactions must be dealt with in a caring and understanding way. After the incident the Head Teacher and staff will also carry out a risk assessment to ensure this does not happen again.

Child going missing on an outing

When taking the children on outings, a throughout risk assessment is carried out prior to the outing which is approved by both the H&S coordinator and Head. Children are allocated to certain members of staff with higher than normal ratios, including parents volunteering to help so we can ensure the children are safe at all times. Regular head counts are made throughout the time by a designated key teacher and children wear lanyards plus HV vests as needed. (see Outings Policy)

In the unlikely event of a child going missing during an outing, the following procedure is followed:

Urgent steps:

- Deploy staff to start immediate search of the area and other staff to ensure the rest of the children are safe, calm and supervised.
- call the police and report the child as missing. Follow police procedure.
- call the Head (Office) who will contact parents/carers of the child. If they do not answer the phone a message must be left on any answering service before attempting alternative numbers.

All steps:

- All staff are aware of the procedure when a child goes missing and supply information to support the search, e.g. a recent photograph and a detailed description of clothing
- The designated person in charge in the outing is informed immediately and all staff present in the outing will be informed. Some staff will be deployed to start an immediate thorough



search of the area, ensuring that all other children remain supervised, calm and supported throughout

- If appropriate, on-site security will also be informed and a description given
- The designated person in charge or most senior member of staff will immediately inform the police
- The designated person in charge or most senior member of staff will then inform the Head Teacher who will contact the child's parents giving details of what has happened.
- During this period, some staff will be continually searching for the missing child, whilst other staff maintain the safety and welfare of the remaining children.
- It will be the designated person in charge responsibility to ensure that there are adequate staff to care for the children and get them back safe plus a member of staff to meet the police plus someone to continue the search (this may mean contacting relief staff)
- Any incidents must be recorded in writing as soon as practicably possible including the outcome, who was lost, time identified, notification to police and findings
- In the unlikely event that the child is not found, the Pre-Prep will follow the local authority and police procedure
- Once back in the Pre-Prep, children will be gathered and supervised while the key person (designated teacher) discuss the details of the incident with the Head Teacher as well as dealing with and helping the parents and police. It is important that the Head Teacher keeps a record of events and carries out a full investigation taking written statements from all the staff in the classroom or who were on the outing. Report will include date and time of report, where and when the child was last seen in the school's premises or outing and any conclusions drawn as to how the breach of security happened. If the incident warrants a police investigation, all staff will fully co-operate.
- In any cases with media attention staff will not speak to any media representatives
- Post-incident risk assessments will be conducted following any incident of this nature to enable the chance of this reoccurring being reduced.

Ofsted will be contacted and informed of any incidents. As soon as possible after the incident the setting's insurance company should be notified as well as all the parents. It is natural that the child's parents will be frightened, distressed and angry. Other parents will be rightly concerned for the safety of their own children. All emotions and reactions must be dealt with in a caring and understanding way. Children and staff may require support and reassurance as well following the traumatic experience. Management will provide this or seek further support where necessary.