



MALDON COURT

PREPARATORY SCHOOL

I4b

SAFEGUARDING

MISSING CHILD POLICY

AND

PROCEDURES WHEN A CHILD IS NOT COLLECTED

ON TIME

This Policy applies to all pupils at Maldon Court Preparatory School including those in the EYFS

Updated and Reviewed September 2023 - Mrs E Mason (Headteacher & DSL) On behalf of the EYFS – Mrs K Callaghan (Nursery Manager & DSL)
To be reviewed: September 2024

School Aims

- Children develop a love of learning and come to appreciate the value of their talents and life experiences.
- Children flourish and become enthusiastic and independent learners reaching their full potential through a stimulating, broad curriculum and rich variety of experiences beyond the curriculum.
- Children embrace the traditional values of Kindness, Respect and Courtesy, becoming responsible, independent caring individuals.
- Children are confident happy individuals who are well prepared for their next step in education. This includes 11+, scholarships and entrance to schools with Specialist Status.
- Children develop the fundamental British Values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs: both in the local and wider community.

The welfare of all children at Maldon Court Preparatory school is of paramount importance. Every adult who works at the school has been trained to understand that he or she has a key responsibility for helping to keep pupils safe at all times.

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

School procedures are designed to ensure that a missing child is found and returned as soon as possible. In the unlikely event that a child is found to be missing, the school will carry out the following actions:

If a child is thought to be missing from school, the Headteacher will be informed. If the Headteacher is unavailable a member of SMT will be informed immediately.

- A search of the school and grounds will be instigated immediately.
- The fire alarm will be rung to account for the whereabouts of all children.
- If it is confirmed the child is missing the Headteacher will contact the child's parents immediately.
- The Police will also be contacted for assistance and their advice will be instigated without delay. All members of staff may be required to assist in the search for the missing child.
- A school assembly will be called and taken by one member of staff enabling teachers to join the search.
- If the child's home is within walking distance, a member of staff will set out on foot to ascertain whether the child has gone there.

It is important to ask other children if they know of any plans the missing child may have had or if they know of any place they may be going. It is equally important not to worry the children so the teacher should take advice on questioning.

- It is imperative to act quickly in such an event and it is better to have a false alarm than a child at risk.
- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care.
- A full record of all activities taken up to the stage at which the child is found would be made for the incident report. If appropriate, procedures will be adjusted.

ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING ON AN OUTING

The Group Leader will:

- Be responsible for safeguarding the group.
- Take an immediate head count in order to ensure that all the other children are present.
- Activate the Emergency Procedures guidelines
- Nominate an adult to search the immediate vicinity
- Ensure that the school assistants, staff and management at the location are informed and arrange a thorough search.
- Inform the Headteacher and the Designated Safeguarding Lead as soon as possible.
- Contact the police
- The Headteacher will ring the child's parents and explain what has happened, and what steps have been set in motion.
- The Designated Safeguarding Lead may inform the ECSB if needed.
- 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 ONCE THE CHILD IS FOUND

- Talk to, take care of and comfort the child.
- Speak to the other children to ensure they understand why they should not leave the premises or 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 conduct a full investigation (if appropriate involving Social Services / Essex 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 and lessons learned for the future.

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

In the event that a parent is late collecting their child – the parents should, where possible, contact the office as soon as possible. Children will be sent to the After School Care provision and a charge will be made unless alternative arrangements have been made. The office should be informed if another adult is collecting their child. If the adult is not known to the school or the member of staff, a password should be given to the person collecting the child from the parent. The parent needs to inform the school of the password in order for the child to be released to the adult collecting the child when passwords are matched. If the office has not been informed they will not release the child until the parents have been contacted.

If a parent fails to collect their child at 6pm and cannot be contacted on the emergency numbers given a senior member of staff will wait with the child until collection. We undertake to ensure the safety of children throughout the time that they remain in our care. In the event that a child is not collected and there is cause for concern, we will refer to our safeguarding procedures and contact social services, following advice given and steps to be followed.