



# 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

Reviewed September 2018

## **School Aims**

- To foster a love of learning in which the varied talents and life experiences of each child are recognised and valued.
- To provide a stimulating curriculum through which the children can flourish and become enthusiastic and independent learners, encouraging them to reach their full potential.
- To promote the traditional values of Kindness, Respect and Courtesy.
- To create confident and happy children who are well prepared for their next step in education. This includes; 11+, Scholarships and entrance to schools with Specialist Status.
- To promote 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.

## **MISSING CHILD POLICY**

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 appreciate that he or she has a key responsibility for helping to keep all children safe at all times.

### **Educational Visits**

The enhanced supervisory arrangements for educational visits are set out in our detailed Educational Visits Policy document. We review our policies on a regular basis.

## **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 as soon as possible. In the unlikely event that a child is found to be missing, we will carry out the following actions:

If a child is thought to be missing from school, the Headteacher will be informed. If the Head teacher is unavailable a member of the Child Safeguarding Team 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 pupils.
- 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 were 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 Head Teacher and the Designated Safeguarding Lead by mobile phone.
  - Contact the Police
  - The Head Teacher will ring the child's parents and explain what has happened, and what steps have been set in motion. The Head Teacher will go to the venue, if possible, at once.
  - The Designated Safeguarding Lead may inform the Local Children Safeguarding Board 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 Head Teacher will speak to the parents to discuss events and give an account of the incident.
- The Head Teacher will promise a full investigation (if appropriate involving Social Services / Local Children Safeguarding Board).
- Media queries should be referred to the Head Teacher.
- 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.

## **PART TWO: PROCEDURES TO BE FOLLOWED BY STAFF WHEN A CHILD IS NOT COLLECTED ON TIME.**

In the event that a parent is late collecting their child – the parents should, where possible, contact the office or 'After School Care' as soon as possible. Children will be sent to the After School Care provision and a charge will be made.

If parents are unable to collect before 6pm alternative arrangements should be made.

The office should be informed if another adult is collecting their child. 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, the Proprietors, who live on site, will be informed. A senior member of staff or the Proprietors will wait with the child until collection.

**We undertake to look after the child safely throughout the time that he or she remains in our care.**

**Updated and Reviewed September 2018 - Mrs E Mason (Headteacher & DSL)**