



THE ORATORY
PREPARATORY SCHOOL

Missing Child Policy

This policy applies to all pupils in the school, including in the EYFS

September 2021

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Procedures

The safety of pupils at The Oratory Prep School is paramount, and is given the highest priority at all times both on and off the school premises. The school endeavours to ensure that no child goes missing and has measures in place to minimise the likelihood of this happening and take the necessary action, should the situation arise.

- Formal registration procedures (morning and afternoon)
- The staff maintain the appropriate high level of supervision throughout the day and are aware of the location of the children in their care at all times.
- When on excursions outside the school premises, staff implement strategies to maximise the safety and security of the children in accordance with the school's Health & Safety Policy and Educational Visits Policy.
- Staff undertake regular roll calls and head counts.

The above measures ensure that situations where a child could be lost are very limited. These are:

- Where a child wanders off on an off-site visit
- Where a child goes out of a door or gate left open on the school site
- Where a child is taken from the school site by an unapproved adult

The school has rigorous procedures for pursuing unexplained absences, including the aim to contact parents by 9.00am if a child has not arrived in school and the reason for absence is not known. This should ensure that staff become aware at the earliest opportunity of any child who may have gone missing on the way to school. In these circumstances, this policy will be followed.

School policies relating to health and safety and welfare, if strictly adhered to, should prevent any of the above occurring. However, should a child become lost, the following action will be taken:

Lost at School

If a child is missing from the school between 7.30am and 6.00pm the following procedures should occur:

- 1) **In EYFS**, alert the Head of EYFS and Head of Junior Prep immediately, and also the Headmaster or one of the Deputy Heads or Head of Senior Prep, who will make enquiries of relevant members of staff as to when the child was last seen and where, to eliminate any misunderstanding. A member of school office staff will check the signing out book to establish whether the child has been legitimately collected from school.
- 2) **In KS1 and above**, alert the Headteacher and Head of Junior Prep or one of the Deputy Heads or Head of Senior Prep immediately. A school mobile phone or walkie-talkie should be collected from the office.
- 3) The following checks, where possible, will be made by the School Office (where the class registers are held):
 - ★ Check register to ascertain whether the child is in school
 - ★ Check signing-out book
 - ★ Look at the class timetable
 - ★ Confirm that the registers are up to date and that there has been no change to sports venues or sports team members

4) Additional checks:

- ★ Check with School Nurse or duty matron at the San
- ★ Check LS/EFL timetables
- ★ Check music timetables
- ★ Check activity register
- ★ Check games list

5) Once all the above have been checked, the Headmaster or, if he cannot be contacted, one of his deputies or a designated Deputy Head will then co-ordinate the staff effort to carry out an internal search, checking all areas including swimming pool, toilet areas, San, free classrooms, Junior Prep classrooms, Chapel and Boarding House.

7) If the child is still missing, the external areas must be checked: play areas, all games fields, pavilion, swimming pool and workshop area. All available staff, both teaching and non-teaching should be enlisted to help in this task.

8) If the child cannot be found within 15 minutes then the police and parents must be informed. If the search moves to this level, the Critical Incident Policy procedure should be invoked. Meanwhile the office will make available a photograph of the child (from database) and their description.

9) Conduct a fire drill and take a roll-call.

10) Additional help to search a wider area will be sought, including all roads leading from the school looked at. It is important to check the address of the parents: the route to their home must be scoured more carefully. The woods and out-of-bounds areas on-site will be checked. This should take no longer than 20 minutes. Staff should keep in touch via mobile phone (they may use their personal phone)

11) The child must be comforted and reassured when found

13) Pupil found injured – call ambulance (999)

14) Fatal outcome - call ambulance (999)

Lost whilst off-site (school trips and sports fixtures)

If a child is lost on an outing, the member of staff noticing the child missing should alert other members of the party and carry out a roll call/head count.

1. A member of staff (or the whole group if appropriate) should retrace their movements to the last place that the child was seen.
2. Another member of staff should alert the management/security services of the organisation being visited and the School office to let them know the situation.
3. Children on the visit should be asked for any relevant information if appropriate.
4. If the child is not found after fifteen minutes the police will be called and the School will alert the parents.
5. Staff will co-operate with the police and take any action as directed by them.

Lost from the Boarding House (6.00pm to 7.30am)

1. Inform the Boarding Houseparent immediately
2. Conduct a House Call – pupil identified as missing.
3. Check all registers or lists, and consult all staff present, as well as all pupils, to ascertain the last time the child was seen.
4. Call the missing pupils mobile (only used in emergency situations).
5. Search the boarding house looking for signs of security breach.
6. Inform a member of SLT who live on site and the Headmaster
7. **If the child cannot be found within 15 minutes then the police and parents must be informed.** If the search moves to this level, the Critical Incident Policy procedure should be invoked. Meanwhile the office will make available a photograph of the child (from database) and their description.
8. If it is safe to do so and the other children are suitably supervised by members of staff, an external search of immediate outdoor areas should be checked: play areas, games fields, pavilion, swimming pool and workshop area.

Pupil removed from school premises by unapproved adult

1. No child is allowed to leave the school site with an adult other than a parent without permission being received from a parent either by telephone or email. This rule must be rigorously enforced.
2. In cases where a parent is legally denied access to their child all staff must be informed in writing of the circumstances together with a photo of the child and, if possible, the parent.
3. If a child is seen (or believed) to be taken from the school site by an unapproved adult, the police and parents will be immediately informed.

Measures in place to ensure a child does not go missing include:

- Information to staff about challenging unknown persons on the premises
- Requirement for all visitors to register on arrival with the office, present evidence of identity on their first visit and obtain a visitor's badge
- Boundary security regularly checked by health and safety and maintenance teams.
- Supervision of children at all times
- Sufficient staff to maintain ratios appropriate to the venue and the nature of the activity being undertaken
- Collection and non-collection policy for children
- Rigorous risk assessments for trips

Lost whilst Off Site (Overseas Visits)

The teacher in charge should ascertain, by consulting all persons present which pupil is missing and when they were last seen.

- Re-register and head count to ensure all other pupils are present.
- **Indoor Venue** - Search the immediate environment by accompanying staff – hotel rooms or other parts of the accommodation areas. Lead teacher to remain with the rest of the group.
- Inform the venue reception who will contact security.

- **Outdoor Venue** - Search the immediate environment by accompanying staff. Lead teacher to remain with the rest of the group. Keep phone contact for any information sharing. Consider if remaining pupils need to return home.
- If the pupil is not found the Headmaster must be notified at once.
- The Headmaster will notify the family
- Local police must be informed and enlist the help of The tour Company to assist if necessary. Consider whether British Embassy should be contacted.
- If the party has to move on, immediate collection must be arranged and a member of staff must remain behind.
- If pupil is found injured or there is a fatal outcome, enlist the help of the local emergency services – FOLLOW RISK ASSESSMENT PROCEDURES.
- Consider media management.
- On return to school follow relevant steps of 'Following up an incident'.

Following up an incident

When the situation has been resolved the Headteacher and SLT will review the reasons for it happening. This will include:

- Reviewing the incident with the Designated Safeguarding Lead.
- Assessing the effectiveness of risk assessment procedures.
- Taking written statements from and interviewing staff involved.
- Collecting information from any other relevant adult witnesses, including officials from the venue where a child has gone missing off-site.
- Discussion, as appropriate with pupils.
- Informing Bellevue Head Office to discuss the review and agree any further action.
- If the incident requires reporting to Ofsted, in respect of RIDDOR or any other official body, such action will be taken.
- The incident and effectiveness of subsequent action taken will be reviewed at the next Health and Safety Committee meeting.

SLT will issue advice to staff and pupils and implement any necessary measures to ensure that it does not happen again.