



## **THE GODOLPHIN SCHOOL**

### **MISSING CHILD POLICY (including EYFS)**

Last reviewed: September 2017

Next review: September 2018

Reviewed by: Head of Prep, Early Years Coordinator



## **GODOLPHIN PREP**

### **MISSING CHILD POLICY (including EYFS)**

#### **Introduction**

The welfare of our pupils is paramount. The school endeavours to ensure that no child goes missing and Godolphin Prep has measures in place to minimise the likelihood of this happening.

- Formal registration is taken at:  
8.25am morning session  
12.55pm afternoon session
- Pupils who arrive late must be recorded in the Schoolbase register and those who leave early should be marked out accordingly.
- The school has rigorous procedures for pursuing unexplained absences, including the aim to contact parents by 9am if a pupil 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 pupil who may have gone missing on the way to school.
- Pupils in EYFS will be registered on arrival.
- The staff maintain the appropriate high level of supervision throughout the day and are aware of the location of the pupils in their care at all times.
- Key workers and tutors of new pupils should take extra care to be aware of their whereabouts and ensure that all new pupils know the boundaries of where they can and cannot go.
- When on excursions outside the school premises, staff implement strategies to maximise the safety and security of pupils in accordance with the school's Health & Safety Policy and Educational Visits Policy.
- Staff are instructed to challenge unknown persons on the premises.
- There is a requirement for all visitors to register on arrival with Reception, present evidence of identity on their first visit and obtain a visitor's badge
- School has a policy in place for arrival and collection of pupils.

The above measures ensure that situations where a child could be missing are very limited.

- Where a pupil wanders from where they should be
- Where a pupil wanders off on an off-site visit
- Where a pupil is taken from the school site by an unapproved person.

### **Missing at school**

In the event of a pupil going missing during the course of the school day, the following actions should be taken.

- If a teacher or assistant suspects that a pupil is missing they must contact the Head of Prep and the EYFS co-ordinator immediately who will make enquiries about the last known whereabouts of the pupil.
- The Head of Prep or senior teacher will inform all members of staff.
- Ensuring that the remaining pupils are sufficiently supervised and secure, as many staff as possible will search the building, grounds and immediate vicinity in a calm manner maintaining contact by school iPads or mobile phones.
- The prep school secretary will notify the senior school so other staff can join in the search.
- Doors and gates should be checked to see if there has been a breach in security.
- If the pupil cannot be found within ten minutes, five minutes for pre prep pupils, of the first alert, then the pupil's parents and the police must be informed.
- The school secretary will print off photographs of the missing pupil from the school data base.
- Staff will continue to search, opening up the area and keeping in contact.
- All staff will co-operate fully with police enquiries.

### **In the event of a member of staff fearing that a child has gone missing whilst off school premises (including sports fixtures.)**

- If a pupil is missing on an outing, the member of staff noticing the missing pupil should alert other members of the party and carry out a roll call/head count.
- The Group Leader must ensure the safety of remaining pupils and ensure they are adequately supervised.
- A member of staff (or the whole group if appropriate) should retrace their movements to the last place that the pupil was seen.
- Another member of staff should alert the management/security services of the organisation being visited and notify the Head of Prep.
- Head of Prep will alert the School's Designated Safeguarding Lead and Head of the School.
- If appropriate other pupils on the visit should be asked for any relevant information.
- Any available staff should start searching for the pupil, keeping in contact by mobile phone if possible.
- If the child is not found within ten minutes, five minutes for pre prep pupils, the Group Leader must contact the school and ask for the parents to be informed and alert the Head of Prep that they are calling the police. The Group leader must then contact the police.
- Staff will co-operate with the police and take any action as directed by them.

### **In the event of a pupil removed from the school premises by an unapproved person.**

- No pupil is allowed to leave the school site with an adult other than a parent/guardian without permission being received from a parent/guardian either by telephone or email. This rule must be rigorously enforced.

- In cases where a parent/guardian is legally denied access to their child all staff must be informed in writing together with a photo of the child and, if possible, the parent/guardian.
- If a pupil is seen (or believed) to be taken from the school site by an unapproved person, the police and parents/guardians will be immediately informed.

### Following up an Incident

When the incident has been resolved the Head and SMT will review the reasons for it happening. This will include:

- Reviewing the incident with the Designated Safeguarding Lead and Health and Safety Officer.
- Assessing the effectiveness of current procedures.
- Taking written statements from, and interviewing, staff involved.
- Collecting information from other relevant adult witnesses, including officials, from a venue where a pupil has gone missing off site.
- Discussion, as appropriate, with pupils.
- Informing the Governing Body so that they can discuss the review and agree any further action.
- Informing parents/guardians of relevant and appropriate information.
- If the incident requires reporting to ISI, in respect of RIDDOR or any other official body, such action will be taken.
- The incident and effectiveness of subsequent action will be reviewed at the following SMT meeting and the subsequent Health and Safety Committee Meeting.
- SMT will advise staff and pupils of any measures that need to be taken to ensure no further incidents take place.

## Arrivals and Departure Procedures

### Drop off and pick up for girls in Pre-Prep

- The school hours are from 8am – 4pm. Girls in the Foundation Stage may be taken straight to their classroom via the rear door to the Nursery, where they will be met by a member of staff from 8.00am.
- Parents are asked to notify staff if girls are staying beyond 4pm.
- After school care is provided each afternoon from 4pm to 5.40pm. At 4.00pm girls tidy the classroom to prepare for tea. They are then joined by Years 1 and 2. Parents may collect their children at 4pm. (Parents are asked to wait by the Nursery gate until their daughter is ready.) Staff say 'good afternoon' to the girls and sign the girls out.
- We ask parents not to collect their daughters during tea 4.10 – 4.40pm because this becomes very disruptive for other girls eating.
- Parents are able to collect their daughters from 4.40pm onwards as they wish. Parents come into the Nursery to collect at this time of the afternoon. Staff say 'good afternoon' to the girls and sign the girls off the list.
- Please advise the staff in advance if your daughter is to be collected by someone other than her parents.

This can be done in writing by letter, via email, her homework diary or reading record, or verbally to the member of staff on morning duty, her teacher or the school office. This would also include arrangements made between parents when helping out with collections on a regular basis or for specific days.

- We require Photo ID of anyone collecting a girl for the first time.

### Drop off and pick up for girls in Prep

- From 8.00am there is a member of staff on duty in the front playground/Hall to receive girls from Years 2 to 6.
- Any girl who is not in school for registration should report to the school office on arrival, so that the register can be updated.
- For parents who might have girls in both the Pre-Prep and Prep, it is best to collect the younger ones first.
- Girls in the Prep (Years 3 to 6) may leave at 4.00pm or stay on for after school clubs and activities. These start at 4.15pm and finish at 5.15pm when the girls may be collected. There is a supervised late session until 5.40pm.
- The member of staff on duty says 'good afternoon' to the girls and signs the girls out on the register.
- Girls may be collected at 4pm on Fridays.
- Collection at fixed exeats is after Parents' Assembly at 3.30pm.
- End of term collection times vary and they will be published in the Red Pinny and in the diary/calendar.
- If girls are being collected after 5.40pm, parents should notify the Prep and Walters House in advance.
- Please advise the staff in advance if your daughter is to be collected by someone other than her parents.  
This can be done in writing by letter, via email, her homework diary or reading record, or verbally to the member of staff on morning duty, her teacher or the school office. This would also include arrangements made between parents when helping out with collections on a regular basis or for specific days.
- We require Photo ID of anyone collecting a girl for the first time.



### **Late Collection – all girls**

In the case of an accident or an emergency, any girl not collected by 5.40pm will remain in the care of the teacher on duty. The teacher will attempt to contact parents or other carers listed as an emergency contact.

**At 6.00pm, if the senior teacher has not managed to make any contact, the Head and then the Police (08454 087000) and Social Services/Emergency Duty Services (08456 070888) will be informed.** If the situation is not resolved, the girl will be taken to Walters House where she will be cared for by the House staff.

