




# Aldenham Prep School

## Missing Child Policy & Arrangements for Non Collection

Managed by:	Updated:	Review Date:
CFV	November 2017	November 2018

Heads Authorisation:	Date:
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Mrs V J Gocher	

### INFORMATION

This is a copy controlled document. If you are unsure of it being the most current version please refer to the office. If you need any changes to be made please speak to the office or the Policy Manager.

## **Aldenham Prep School including Early Years Foundation Stage**

### **Missing Child Policy**

#### **Policy statement**

Children's safety is Aldenham Prep School's highest priority, both on and off the premises. Every attempt is made, through the implementation of our outings procedure and our exit/entrance procedure, to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, our missing child procedure is followed.

#### **Child going missing on the premises**

- As soon as it is noticed that a child is missing the key person/room staff alerts the room leader or class teacher.
- The room leader or class teacher carries out a thorough search of the building and garden whilst also ensuring all rooms are sufficiently staffed. If the room leader or class teacher is unable to conduct the search, SMT members are informed and search the buildings and outside areas.
- The register is checked to make sure no other child is also missing.
- Doors, windows and gates are checked to see if there has been a breach of security whereby a child could exit.
- If the child is not found, the parents/carers are contacted and the missing child is reported to the police.
- The room leader talks to the staff to find out when and where the child was last seen and records this.
- The room leader or class teacher contacts the Head of Prep School or, in her absence, the Deputy Head of Prep School, and reports the incident. The Head of Prep School carries out an investigation.

#### **Child going missing on an outing**

When small groups of children, whole class groups or whole department groups go on an organised outing some staff remain at the setting/school so that there is always a point of contact.

When a child goes missing from an outing where the parent/carer has been in attendance and responsible for their own child, the procedure may differ.

- As soon as it is noticed that a child is missing, the senior member of staff on the outing asks the children to stand with their designated adult and carries out a headcount to ensure that no other child has gone astray.
- One staff member searches the immediate vicinity, but does not search beyond that.
- The senior member of staff on the outing (not in a venue setting) contacts the police and reports that child as missing.
- In an indoor venue, the senior member of staff contacts the venue's security who will handle the search and contact the police if the child is not found.
- The Head of Prep School or, in her absence, the Deputy Head of Prep School, is contacted immediately (if not on the outing) and the incident is recorded.
- The Head of Prep School or, in her absence, the Deputy Head of Prep School, contacts the parents/carers who make their way to the setting/school or outing venue as agreed with the Head of Prep School. The school is advised as the best place, as by the time the parent arrives, the child may have been returned to the school.
- Our staff take the remaining children back to the school as soon as possible.
- According to the advice of the police, a senior member of staff, should remain at the site where the child went missing and wait for the police to arrive.
- A recent photo and a description of what the child is wearing is given to the police.

- Our staff keep calm and do not let the other children become anxious or worried.
- The senior member of staff, or a designated staff member, may be advised by the police to stay at the venue until they arrive.
- The Head of Prep School carries out an investigation.

### **The investigation**

- Staff keep calm and do not let the other children become anxious or worried.
- The senior member of staff accompanying the trip together with the Head of Prep School talks with the parents/carers.
- The Head of Prep School carries out a full investigation taking written statements from all the staff in the room or who were on the outing.
- The key person/staff member writes an incident report detailing:
  - The date and time of the report.
  - What staff/children were in the group/outing and the name of the staff designated responsible for the missing child.
  - When the child was last seen in the group/outing.
  - What has taken place in the group or outing since the child went missing.
  - The time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation, all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Children's Social Care may be involved if it seems likely that there is a child protection issue to address.
- The incident is reported under RIDDOR arrangements (see the Reporting of Accidents and Incidents policy); the local authority Health and Safety Officer may want to investigate and will decide if there is a case for prosecution.
- In the event of disciplinary action being necessary, the appropriate regulatory bodies will be informed.
- The insurance provider is informed.

### **Arrangements for when a child is not collected**

#### **Policy statement**

In the event that a child is not collected by an authorised adult by their expected collection time, Aldenham Prep School put into practice agreed procedures. The child will receive a high standard of care in order to cause as little distress as possible. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

#### **Procedures**

- Parents are asked to provide the following specific information when their child starts attending Aldenham Prep School and Nursery:
  - Home address and telephone number - if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour or close relative.
  - Place of work, address and telephone number (if applicable).
  - Mobile telephone number (if applicable).
  - Who has parental responsibility for the child.
  - Information about any person who does not have legal access to the child (via a Court Order for instance).

EYFS:

- Names and photograph of adults who are authorised by the parents to collect their child from the setting by prior arrangement, for example a childminder or grandparent, are kept in a 'Permanent Collection Permission Slips' ringbinder in each room.
- Parents inform class teacher or the office verbally or in writing when their child is not to be collected by them. This is recorded on the clip board stored in the classroom and referred to at the end of the day.
- Name of adult and a password is requested from parents if the arrangement is made at short notice and collection is to be made by an adult who is not authorised on a 'Permanent Collection Permission Slip'.

#### Pre-Prep:

- Parents inform class teacher or the office verbally or in writing when their child is not to be collected by them. This is recorded on the clip board stored in the Pre-Prep kitchen and referred to at the end of the day.

#### Prep School:

- Parents inform class teacher or the office verbally or in writing when their child is not to be collected by them. This is recorded on the clip board stored in the Lobby entrance and referred to at the end of the day.

On occasions when parents are aware that they will not be at home or in their usual place of work, we ask parents to inform us in writing of how they can be contacted.

Parents are informed that if they are not able to collect the child as planned, they must inform the school so that we can set in place back-up measures. Our contact telephone numbers are:

Foundation Stage Office (Reception and Nursery) 01923 851666  
Prep Office (Years 1-6) 01923 851664

If a child is not collected at their expected collection time, we follow the procedures below:

- The child's file is checked for any information about changes to the normal collection routines.
- If no information is available, parents/carers are contacted at home or at work.
- If this is unsuccessful, the adults who are authorised by the parents to collect their child - and whose telephone numbers are recorded on the Registration Form - are contacted.
- All reasonable attempts are made to contact the parents or nominated carers.
- The child does not leave the premises with anyone other than those named on the Registration Form, or in their file, or verbal permission given by parent/carer.
- If no-one collects the child within one hour of their expected collection time and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children we contact the local authority children's social care team where the child lives (Appendix – note: with CJW).
- At the same time, we would contact the local police to ascertain if there is any information on local accidents.
- The child stays at the school in the care of two of our fully-vetted staff.
- Social care will aim to find the parent or relative. If they are unable to do so, the child will become looked after by the local authority.
- Under no circumstances will staff go to look for the parent, nor leave the school premises with the child.
- Staff ensure that the child is not anxious and do not discuss their concerns in front of them.

- A full written report of the incident is recorded in the child's file.
- Depending on circumstances, Aldenham Prep School and Nursery reserves the right to charge parents for the additional hours.

**September 2015**

**RL**

**September 2016**

**RL**

**Review September 2017**

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**CFV**

