



**Independent, Co-educational, Day and Boarding
Preparatory School**

**Missing Child Policy
(SJ416)**

Registered Charity No: 1086829

Date of Issue: January 2017
Review Date: August 2019
Owner: Deputy Headmaster

ST JOHN'S ON-THE-HILL PREPARATORY SCHOOL

MISSING CHILD POLICY

Prevention:

Every effort is made to ensure that safety of the pupils whilst they are in the School's care. To prevent a child going missing all children are registered twice a day, at the start of the School day and straight after the lunch break. The completed registers for morning and afternoon are logged and the School Office follows up any unaccounted absences and call parents. The pupils are also registered in class and any unaccounted absence is reported straight away to the School Office.

When there is a trip off the School premises then it is the responsibility of the staff taking the trip to ensure that a regular register is taken, this will depend on the nature of the trip, the mode of transport used and the location of the trip. (See off site trip policy/procedures).

The children are supervised at all times, whether in the classrooms before school starts, during break time, meal times, PE or Games lessons, or off Games, after school facilities and during Prep.

At the end of the School day or after activities, the children are only allowed to leave the School premises if their parent or an adult approved by their parents has come to collect them and have signed out.

If no approved adult is there at normal pick up time, the child will be supervised in late stay until collected or 6:30p.m. If the relevant adult has not arrived to collect their child by 6:30p.m, the child will be left in the care of the person on duty there whilst enquiries are made and until they are collected. If the approved adult is going to be significantly later than 6:30pm then the child will be taken to the Boarding House and placed in the care of the staff there until collection is made, the parent having been informed of this.

When a child is collected from School during the School day, whether due to illness or a prearranged appointment, they must ALWAYS be collected from the School Office so that a note may be made in the register to record the fact that they are no longer on premises. Pupils are not allowed to leave the School premises on their own during the course of the School day, regardless of year group.

It is the responsibility of the member of staff on duty whether teaching or supervising play to ensure that the children remain safe. Any visitors to the School are recorded arriving and leaving by reporting and signing out from the School Office.

Parents who come to School during the School day are requested to report to the School office.

There is a digital CCTV system in operation which covers the entrance to the School premises and overlooks other areas around school.

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Missing Child Procedure:

Procedure 1 - If a child is noted to be missing from the School premises:

- One member of staff should call the register to check and establish which child is missing.
- Check with the School Office immediately and whether the child has another commitment e.g. music lesson, play rehearsal, School trip, external appointment etc and inform the Staff member on duty in the School Office of the situation.
- The Deputy Head (and Head of Boarding for boarding pupils) should be informed and all available staff will check grounds and rooms to ensure the child has not hidden or been locked in anywhere within the boundary. This search should take no longer than 10 minutes.
- The Deputy Head (or Head of Boarding out of school hours) will contact the police and the parents (unless there are reasons connected with the child's welfare which indicate that this should not be done.) after sufficient time has elapsed from the point of the child being found to be missing. This decision will take into account the nature, gender and age of the child as well as the circumstances under which the child went missing.
- A written record of the incident and any action taken should be made as soon after the incident as practicable and placed in the pupil's confidential record.

Procedure 2 - If a child insists on leaving the premises:

- If a child insists on leaving the premises with the knowledge of the Staff and cannot be persuaded by them to stay on premises, parents will be contacted immediately. If it is thought that the child may be a danger to himself or others then reasonable force to return the child to the School premises may be used.
- If appropriate, and enough Staff are available to enable one to leave the Premises with a mobile phone, they will follow and observe as to where the child is going.
- If there are not enough Staff available to leave the premises to observe the child the Deputy Head (or Head of Boarding outside school hours) may decide the child is unsafe and call the police.
- A written record of the incident and any action taken should be made as soon after the incident as practicable and placed in the pupil's confidential record.

Procedure 3 – If a child is noted to be missing while on an educational visit:

- One member of staff should call the register to check and establish which child is missing.
- A search of the immediate vicinity to be organised ensuring that all other children remain properly supervised and accounted for. If possible inform the venue for an alert to be sent out.
- If there is no sign of the child within a reasonable time, first dial 999 to alert the police that a child is missing.
- Secondly, inform the school via the main reception line. Reception will then inform the Deputy Headmaster and Head.
- If the visit is residential in nature or after school hours, telephone the emergency contact identified on the OSV4 form. They will notify the Deputy Head and Head.
- The Head, or the Deputy in their absence will inform the child's parents as soon as is practicably possible.
- A written record of the incident and any action taken should be made as soon after the incident as practicable and placed in the pupil's confidential record.