



MOORFIELD  
SCHOOL

# MISSING CHILD POLICY

Whole School Policy including EYFS



# PART ONE

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## INTRODUCTION

The welfare of all of our children at Moorfield School ("School") is our paramount responsibility. Every adult who works at School has been trained to appreciate that he or she has a key responsibility for helping to keep all of the children safe at all times. Staffing ratios are designed to ensure that every child is appropriately supervised when s/he is in School's care.

The provisions in this document apply to all aspects of the school including EYFS, Breakfast Club, After School Care, Holiday Club, school trips and extra-curricular activities.

## EYFS

Our EYFS handbook describes:

- The arrangements for handing over children to the care of their parents at the end of the day
- The qualifications of staff and the arrangements for supervising the children whilst they are in school
- The arrangements for registering the children in both morning and afternoon
- The physical security measures which prevent unsupervised access to or exit from the building
- The supervision of the playground and the physical barriers that separate it from the rest of the school

The enhanced supervisory arrangements for outings involving our youngest children are set out in the EYFS Handbook. Both the policy and handbook are on our website (and can be provided to parents on request). These policies are regularly reviewed in order to ensure that they are robust and effective. All new EYFS staff receive a thorough induction into the importance of effective supervision of very young children.

## ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING FROM THE SCHOOL

The procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child was found to be missing, the following actions would be carried out:

- Take a register in order to ensure that all the other children were present.
- Ask all of the adults and children calmly if they can tell us when they last remember seeing the child.
- Occupy all of the other children in their classroom(s).
- Arrange for one or more adults to search everywhere within the School, both inside and out, carefully checking all spaces, cupboards, washrooms where a child might hide.

If the child is still missing, the following steps would be taken:

- The Head would ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to stay at home in case the child tries to return home.
- The Head or a member of the Senior Management Team (SMT) would notify the Police.
- The Head or a member of the SMT would arrange for staff to search the rest of the school premises and grounds.
- If the child's home is within walking distance, a member of staff would set out on foot to attempt to catch up with him/her.
- The Designated Safeguarding Lead would inform the Local Children Safeguarding Board.
- The School would cooperate fully with any Police investigation and any safeguarding investigation by Social Care.

- Inform the Chair of Governors.
- The Insurers would be informed.
- If the child is injured a report would be made under RIDDOR to the HSE if required.
- A full report of the incident would be written.

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 IF A CHILD GOES MISSING ON AN OUTING

- An immediate head count would be carried out in order to ensure that all the other children were present.
- An adult would search the immediate vicinity.
- Contact the Venue Manager and arrange a search.
- Inform the Head by mobile phone.
- Ask the Head or a member of the SMT to ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the School or venue at once.
- The remaining children would be taken back to School.
- Contact the Police.
- The Designated Safeguarding Person would inform the Local Children Safeguarding Board.
- The School would cooperate fully with any Police investigation and any safeguarding investigation by Social Care.
- Inform the Chair of Governors.
- The Insurers would be informed.
- If the child is injured a report would be made under RIDDOR to the HSE, if required.

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, if necessary, comfort the child.
- Speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing.
- The Head will speak to the parents to discuss events and give an account of the incident.
- The Head will oversee a full investigation (if appropriate involving Social Services/ Local Children Safeguarding Board).
- Media queries should be referred to the Head.
- 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 she appeared to have gone missing, lessons for the future.

## PART TWO

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### PROCEDURES TO BE FOLLOWED BY STAFF WHEN A CHILD IS NOT COLLECTED ON TIME

If a child is not collected within half an hour of the agreed collection time, we will call the contact numbers for the parent or carers. If there is no answer, the School Administrator or form teacher will begin to call the emergency numbers for this child.

During this time, the child will be safely looked after in After School Care.

If there is no response from the parents' or carers' contact numbers or the emergency numbers by 6.15pm (end of After School Care), then the child will wait in the Head's study. If there is no response by 8.00 pm then the Head will contact the Social Care Duty Officer. Social Care will make emergency arrangements for the child and will arrange for a visit to be made to the child's house and will check with the Police. We would make a full written report of the incident.

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

**NOTE:-** The Child Protection and Safeguarding policy includes a separate paragraph on children missing from education. As part of the induction process, all new employees are asked to confirm that they understand how to respond to this.

Policy Review by:	The Head
Last Review Date:	October 2024
Next Review Date:	October 2026