



JAMES ALLEN'S GIRLS' SCHOOL

MISSING CHILD POLICY

INFORMATION FOR PARENTS

The enhanced supervisory arrangements for outings involving our youngest children are set out in a detailed policy document: The Supervision Policy and the Health and Safety on Outside Trips policy document are on our website and can be provided to parents on request. We review these policies regularly (at least once a year) in order to satisfy ourselves that they are robust and effective. All new staff receive a thorough induction into the importance of effective supervision of very young children and read Part 1 and Annex B of the most up to date version of the DfE's 'Keeping Children Safe in Education' guidance.

This policy is applicable to all pupils, including those in the EYFS.

Please see the Safeguarding (Child Protection) Policy for a list of Designated Safeguarding Leads and their contact details. The Safeguarding (Child Protection) Policy also details actions to be taken if a pupil is missing from education.

Please see the [Southwark Procedures](#) for reference if the child is;

The subject of a Child Protection Plan
The subject of a Child Protection Enquiry
The subject of a Single Assessment

Or where professions agree that the child is a Child in Need and there are concerns for a child's welfare or safety if he or she is not located.

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

Our 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, we would carry out the following actions without delay. Contact with parents and the police should be left no longer than 20 minutes in all EYFS scenarios and a search should be organised immediately

- Take a register in order to ensure that all the other children are present

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- Inform the Head of the Pre-Prep or the senior member of staff
- Ask all of the adults and children calmly if they can tell us when they last remember seeing the child
- Occupy all the other children in their classroom(s) with a relevant activity
- At the same time, arrange for one or more adults to search everywhere within the Pre-Prep both inside and out, carefully checking all spaces, cupboards, washrooms etc. where a small child might hide
- Check the doors, gates and CCTV records for signs of entry/exit

If the child is still missing, the following steps would be taken without delay:

- Inform the Head and the Designated Safeguarding Lead (DSL) or Deputies in her absence
- A member of senior staff (Head / Head of Pre-Prep / Deputy Head / DSL) would take charge of the situation and organise:
 - A phonecall to the pupil's parents to explain what has happened, and what steps have been set in motion. Ask them to come to the school at once
 - A phonecall to the police (999)
 - A search of the rest of the school premises and grounds by staff
 - If the pupil's home is within walking distance, a member of staff would set out on foot to attempt to catch up with the pupil
- The DSL or DDSL would inform the Southwark Multi-Agency Safeguarding Hub 020 7525 1921 or 020 7525 5000 (out of hours) email: mash@southwark.gov.uk and, where applicable, the Child's Social Worker.
- The school would co-operate fully with any Police investigation and any safeguarding investigation by the local authority.
- Inform the Chair of Governors
- The school's insurers would be informed
- If the child is injured a report would be made under RIDDOR to the Health & Safety Executive (HSE)

Any missing child incident in the EYFS will be reported to OFSTED

During the course of the investigation into the missing child, the school, in consultation with the police, will decide what information should be given to other parents, staff and other pupils and how press enquiries are to be dealt with.

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 after review.

ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING ON AN OUTING

Contact with parents and the police should be left no longer than 20 minutes in all EYFS scenarios and a search should be organised immediately.

- An immediate head count would be carried out in order to ensure that all the other children were present

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- An adult would search the immediate vicinity
- Immediately inform the Head of the Pre-prep
- The remaining children would be taken back to school as soon as reasonably practicable
- Ask the Head of Pre-Prep to ring the child's parents as soon as reasonably practicable to explain what has happened, and what steps have been set in motion. Ask them to come to the venue / the school at once
- Contact the venue manager and arrange a search
- Contact the DSL
- Immediately contact the Police
- The DSL or DDSL would inform the Multi-Agency Safeguarding Hub 020 7525 1921 020 7525 5000 (out of hours) / where applicable, the Child's Social Worker email: mash@southwark.gov.uk
- The school would cooperate fully with any Police investigation and any safeguarding investigation by the local authority
- Inform the Chair of Governors without delay
- The school's insurers would be informed as soon as reasonably practicable
- If the child is injured and is taken directly from the scene of the accident to hospital for treatment a report would be made under RIDDOR to the Health & Safety Executive (HSE) as soon as reasonably practicable and no later than 15 days of the accident.

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. The school will review its procedures and, if appropriate, these 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 of the Pre-Prep will speak to the parents to discuss events and give an account of the incident (having discussed this beforehand with the police if necessary)
- The Head of the Pre-Prep will promise a full investigation (if appropriate involving the Safeguarding Partnership)
- Media queries should be referred to the Head (after discussion with police if appropriate)
- 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 length of time that the child was missing and how she appeared to have gone missing, as well as lessons for the future.

ACTIONS 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, the contact numbers for the parent or carers will be called. If there is no answer, the Head of the Pre-Prep will begin to call the emergency numbers for the child. During this time, the child will be safely looked after. If there is no response from the parents' or carers' contact numbers or the emergency numbers within a one-hour period / when the premises are closing, the Head of the Pre-Prep will contact the Social Care Duty Officer on 020 7525 1921(Duty Desk). Social Care will make emergency arrangements for the child and

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will arrange for a visit to be made to the child's house and will check with the Police. We will make a full written report of the incident.

We undertake to look after the child safely throughout the time that she remains under our care, until such a time as she has been collected by a parent, guardian or carer, or until appropriate, alternative care arrangements have been made with Social Care and/or the Police in order to prioritise the child's safety. The school's DSL will keep a record of incidents where parents/carers do not collect a child from school or are late for no explained or good reason, or where there are repeated incidents. If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the school's Safeguarding (Child Protection) Policy and procedures.

JAGS (INCLUDING THE JUNIOR SCHOOL) ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING FROM THE SCHOOL

Contact with parents and the police should be left no longer than 30 minutes in the Junior school and a search should be organised immediately.

Contact with parents and the police should be left no longer than 45 minutes in the Senior School and a search should be organised immediately.

Our 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, we would carry out the following actions during the working day:

- Check with the pupil's friends to see if they know their whereabouts
- Check registers with Absence Administrator for details of appointments
- Check the medical room
- Check with reception who will check the signing out/in book
- Inform the relevant Assistant Head (Senior School) and DSL or DDSL
- Ask friends to text/call the pupil if appropriate
- Contact the pupil via Teams (Y7 upwards)
- Ask all of the adults and pupils calmly if they can tell us when they last remember seeing the pupil
- Email staff
- Occupy all of the other pupils in their classroom(s)
- At the same time, arrange for one or more adults to search the school grounds
- Check the doors, gates and CCTV records for signs of entry/exit

A record is kept by the school of any instances in which a pupil is missing from school without satisfactory permission and documentation, including the action taken and the pupil's explanation.

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

- Inform the Head of the Junior/Senior School

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- A member of senior staff (Head / Deputy Head / DSL) would take charge of the situation and organise:
 - A phonecall to the pupil's parents to explain what has happened, and what steps have been set in motion. Ask them to come to the school at once
 - A phonecall to the police (999)
 - A search of the rest of the school premises and grounds by staff
 - If the pupil's home is within walking distance, a member of staff would set out on foot to attempt to catch up with the pupil
- The DSL or DDSL would inform the Multi-Agency Safeguarding Hub 020 7525 1921 or 020 7525 5000 (out of hours) email: mash@southwark.gov.uk / where applicable, the Child's Social Worker
- The school would co-operate fully with any Police investigation and any safeguarding investigation by the local authority.
- Inform the Chair of Governors
- The school's insurers would be informed
- If the pupil is injured, a report would be made under RIDDOR to the Health & Safety Executive (HSE)

During the course of the investigation into the missing pupil, the school, in consultation with the police, will decide what information should be given to other parents, staff and other pupils and how press enquiries are to be dealt with.

A full record of all activities taken up to the stage at which the pupil 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 pupils were present
- An adult would search the immediate vicinity
- If the pupil has a mobile telephone, this would be called
- Pupil's friends would be asked to call/text the pupil, if appropriate
- Inform the Head / Head of the Junior School / DSL / DDSL by mobile phone
- This member of senior staff would phone the child's parents and explain what has happened, and what steps have been set in motion. They would be asked to come to the venue / to school at once
- Contact the venue manager and arrange a search
- Contact the Police
- The remaining pupils would be taken back to school, if practicable, or other arrangements would be made to keep them safe
- The DSL or DDSL would inform the Multi-Agency Safeguarding Hub 020 7525 1921 020 7525 5000 (out of hours) email: mash@southwark.gov.uk
- and, where applicable, the Child's Social Worker. The school would cooperate fully with any Police investigation and any safeguarding investigation by the local authority
- Inform the Chair of Governors
- The school's insurers would be informed

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- If the child is injured, a report would be made under RIDDOR to the Health & Safety Executive (HSE)

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. The school will review its procedures and, if appropriate, these 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 pupils to ensure they understand why they should not leave the premises/separate from a group on an outing
- The Head of the Junior/Senior School will speak to the parents to discuss events and give an account of the incident (having discussed this beforehand with the police if necessary)
- The Head of the Junior/Senior School will promise a full investigation (if appropriate involving the Safeguarding Partnership)
- Media queries should be referred to the Head (after discussion with the police if appropriate)
- 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 length of time that the child was missing and how she appeared to have gone missing, as well as lessons for the future.

PART TWO: 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, the contact numbers of the parent or carers will be called. If there is no answer, the School Reception/member of SLT on late duty/teacher supervising a trip will begin to call the emergency numbers for the child. During this time, the child will be safely looked after. If there is no response from the parents' or carers' contact numbers or the emergency numbers within a one-hour period/ when the premises are closing, the Head of the Senior or Junior School, or the DSL / DDSL, would contact Southwark's Multi-Agency Safeguarding Hub (MASH) Team on 020 7525 1921 or (out of hours) 020 7525 5000. 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. A full written report of the incident will be made by the school.

We undertake to look after the child safely throughout the time that he or she remains under our care, until such a time as they have been collected by a parent, guardian or carer, or until appropriate, alternative care arrangements have been made with Social Care and/or the Police in order to prioritise the child's safety. The school's DSL will keep a record of incidents where parents/carers do not collect a child from school or are late for no explained or good reason, or where there are repeated incidents. If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the school's Safeguarding (Child Protection) Policy and procedures.

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Relevant School Policies:

- Safeguarding (Child Protection) Policy
- Staff Code of Conduct
- Health and Safety Policy
- Health and Safety for Outside Trips Policy

Other:

‘Children Missing from Care, Home and Education’ – the London Child Protection Procedures:
[here](#).