

Missing Child Procedure

Reviewed by: Sarah Fox

Reviewed on: April 2020

Next review: April 2023

Related documents: Supervision of Children Policy

Endorsement

Full endorsement is given to this policy by:

Name: Joel Chalfen

Position: Cambridge Steiner School Trustee



Signed:

Date: April 2020

Statement

The safety and security of the children in our care at The Cambridge Steiner School are paramount. Every care is taken to ensure that the children are accounted for at all times when they are in our care. This procedure should be read in conjunction with our Supervision of Children Policy.

Procedures

Each pupil who arrives at school is registered first thing in the morning following the pupil being handed over to the class teacher by their parent/carer or, in the case of elder children, them arriving in school. Staff maintain the appropriate high level of supervision throughout the session and are aware of the location of the children in their care at all times. When on excursions off the school premises, staff implement strategies to maximize the safety and security of the children in accordance with the School Trips Policy. Full risk assessments are carried out. A list of all the children's names is carried by the trip leader and the children are split into small groups according to the proper staff/pupil ratios for the age of the children and the purpose of the trip or activity. Each group is managed by a separate member of staff. The number of children is checked regularly by frequent roll calls. However, in the unlikely event that after a roll call or at another time it is noticed that a child has gone missing, whether in school or out, the following procedures will be followed.

- Staff will maintain safety and well-being of other children.
- A register call will be taken; if a child is not in school and school hasn't received a phone call from the parents about illness or another reason why absent, the receptionist will call home/parents/carers.
- When a child is in school, but not seen, the Education Manager or other member of the SLT and at least one other member of staff will search the immediate vicinity or school grounds going to places at which the child was last seen, tracing the routes that they may have taken etc.
- If the child is not found after approximately 20 minutes, the Education Manager or other member of the SLT will endeavour to contact the parents of the missing child by telephone.

- If after approximately 15 minutes the parents cannot be contacted, the Education Manager or member of the SLT will contact the police.
- Once police arrive, all relevant information about the child will be given. The police will then take over the search.
- If off-site, the trip leader will remain with the police to comfort the child when found and maintain regular contact with the school.
- The remaining staff will return to the school with the rest of the children if off-site.

When the situation has been resolved, the SLT will review the reasons for this event happening and revise measures if necessary.