



# St Hilary's School

## Missing Pupil Policy and Procedures Including EYFS

### Aims

The staff of St. Hilary's School fully recognises the contribution they make to safeguarding and promoting the welfare of children. We recognise that all staff, including volunteers, have a full and active part to play in protecting our pupils from harm. We actively promote democracy, the rule of the law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. These are fundamental British Values which underpin all that we offer, as does our School Moto 'Not for oneself but for all.'

In the event of a child becoming lost whilst in the care of the school, the procedures detailed below will be immediately put into place. These ensure that a systematic approach to finding the child is taken and consideration is given to the levels of risk.

### Procedures

We will ensure a search is made for the child as soon as we become aware that a child is missing. Parents and authorities will be notified at the appropriate stage, and a high level of care will be maintained to other children at the school whilst procedures are followed.

The children in the EYFS and Pre-Prep are always accompanied to other areas of the school, such as the library, the music room, the ICT Suite and the hall. Children in Year 3 and above may be permitted to walk alone to another area of the school such as to a PE or Music lesson. St. Hilary's School is situated on a secure site with perimeter fencing and locked gates. Consequently, there are a limited number of situations where a child could go missing but in the event of this happening the following procedures will be followed:

- The Headmistress will be alerted immediately and in her absence the Deputy Heads.
- In the absence of the Headmistress or the Deputy Heads - another member of the Senior Management Team will be alerted.
- Enquiries will be made by the Headmistress of the relevant members of staff, as to when the child was last seen and where.
- If appropriate, enquiries will be made by the Headmistress of the remaining children as to when the child was last seen and where.
- The Headmistress will appoint a person or people to immediately carry out a thorough search of all rooms in all buildings, gardens and outside areas.

- The remaining children will be gathered into one large group, e.g. for a story to ensure their security and well-being.
- Doors and gates will be checked to see if there has been a breach of security whereby a child could wander out.
- The administrative staff will immediately check the signing in log to ascertain who is on the school site.
- If the child cannot be found within fifteen minutes, the parents and the police must be informed.
- The search will continue, widening the area until the police arrive.
- Staff will ensure the safety of the other children with regards to supervision and security whilst a search is taking place.

### **Procedure for School Outings**

If a child goes missing from an outing, where parents are not present, the following procedures will be followed:

- As soon as it is noticed that a child is missing, staff on the outing will ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray.
- At any venue, the staff will contact the venue's security who will handle the search and contact the police if the child is not found.
- One designated staff member will search the immediate vicinity whilst the other adults will supervise the remaining children.
- The Headmistress or Deputy Heads will be informed as appropriate, if she is not present on the outing.
- The Headmistress or Deputy Heads will make her way to the venue to aid the search and be the point of contact for the police as well as support staff.
- Staff will take the remaining children back to the school.

### **When the Child Is Found**

- Two members of staff - one of whom is the class teacher for EYFS and Pre-Prep and the form tutor for Prep will care for and talk with the child.
- When the situation has been resolved the members of staff should review the reasons for it happening and implement measures to ensure that it does not happen again.
- An incident form will be completed and signed by the parents and the Headmistress.
- Records of incidents will be filed securely by the Headmistress.

**Reviewed:** June 2019

**Next review date:** June 2020

**Person responsible:** Mrs Gemma Mitchell