



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 of those with different faiths and beliefs. These are fundamental British Values which underpin all that we offer, as does our School Motto '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 the child is missing. Parents and authorities will be notified at the appropriate stage, and a high level of care will be maintained of other children at the school, whilst procedures are followed.

The children in EYFS are always accompanied to other areas of the school, such as the Library, the Music Room, the ICT Suite and the Hall, and ratios are always maintained. Pre-prep children are accompanied wherever possible, although children in Year 2 are growing in independence, as part of their preparation for Year 3. 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.

At the beginning of the school day, a member of SLT supervises the entry gates. Children in EYFS are greeted by members of EYFS staff, before being taken into class. 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 Headteacher will be alerted immediately and in her absence the Deputy Head.
- In the absence of the Headteacher or the Deputy Head - another member of the Senior Leadership Team will be alerted.
- Enquiries will be made by the Headteacher to the relevant members of staff, as to when the child was last seen and where.

- If appropriate, enquiries will be made by the Headteacher of the remaining children as to when the child was last seen and where.
- The Headteacher 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 have gone 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, 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 missing.
- 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 Headteacher or Deputy Head will be informed at the same time as the police
- The Headteacher or Deputy Head 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, if the venue is within reasonable travelling distance.
- Parents will be informed by telephone after fifteen minutes.
- 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 Headteacher.
- Records of incidents will be filed securely by the Headteacher.

Reviewed: July 2021, June 2022

Next review date: June 2023

Person responsible: Mrs Ursula Hillery (Head of Early Years)