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EDGEBOROUGH SCHOOL

## **Missing Pupil Policy**

(including EYFS and Boarding)

**UPDATE LOG**

| <b>DATE</b> | <b>CHANGE</b>                                       | <b>By Whom</b> |
|-------------|---|----------------|
| May 2018    | Reformat and review following ELT policy day        | RS             |
| 22.09.18    | Read through and sign off. Updated phone number p.5 | DJT            |
| 10.09.2021  | Reviewed and updated EYFS terminology               | EB             |
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## What to do if a pupil is missing from school

If a pupil is missing at any time from the Edgeborough premises it *immediately* becomes a major issue of concern. Searches must be ACTIVE

### Reasons

- 1 Age of the pupils concerned.
2. State of the surrounding roads.

Most are major roads where the traffic travels at a rapid pace.

Very few have safe pavements to travel on.

### Actions

- The member of staff who discovers the absence should report this to Headmaster or his PA immediately or in their absence to the Senior Deputy Head, or in his absence another member of the Senior Leadership Team (SLT).
- The time of the reporting of this information should be recorded by the Head's PA.
- Checks will be made with the Front Office, music teachers, Matron and the Library.
- As many staff as possible need to be involved in the search. Definition of 'as many as possible' – all those who can be spared from their usual duties without compromising the safety of those pupils who remain on the premises.
- Members of the grounds and maintenance staff should be contacted by the Head's PA to conduct a search of the grounds, down the A287 (both ways) and out the S/W end of Hillside Road. Travel initially in the direction of the missing pupil's home.
- Teaching staff should search the school. Empty classrooms – walk in cupboards etc.
- If the initial search has proved fruitless for 20 minutes, there should be a fire alarm and all pupils should be formally registered.
- If after the fire alarm there is still no sign of the missing pupil the police should then be informed – see below.
- Additionally, parents of the child should be informed (by the Senior teacher available: Head, Deputy, etc - as above) of the situation and invited to the school – or to go home as the case demands.
- Even if the child is found in the 20 minutes, the parents should be informed, retrospectively, of what has occurred.

If the absence occurs after the end of school when there are very few other members of staff available, the priority for staff should be to:

- Contact the Head, or other member of staff - who can then contact parents (who should be informed immediately in these circumstances) and other members of staff to come to Edgeborough to help.
- Look after remaining children in his / her care.

## **Trips**

All Pupil and Staff contact numbers are available on the school database. All appropriate contact numbers should be taken by the trip leader on a school trip.

All trips will be risk assessed and plans for a missing pupil will be addressed within these risk assessments.

## **Use of the Police**

Once whoever is leading the search (Head, Deputy, etc – as above) is satisfied that all reasonable steps have been taken to find the missing pupil have been unsuccessful, the police should be contacted.

Please contact the Surrey Police on 999 or 101 or 0845 1252222

## **Parents failing to collect a child**

If a parent fails to collect a child Edgeborough can ensure they will be supervised through the attendance of Activities, Supper, Prep and Boarding House activities. Regular phone calls and emails should be made to the child's parents to establish when they will be collected.

If child is dropped off by a school bus and no adult is waiting to receive them from the bus, the driver must remain for reasonable period before keeping the child on the bus, completing the school run, and returning the child to school.

## **Additional information for EYFS Pupils**

### **Specific instructions for child missing in the EYFS setting (Nursery, Pre-School and Reception)**

In the unlikely event of a missing child the following procedures should be followed:

#### **Inside**

All children remain together in one classroom whilst the teaching assistants/Nursery practitioners search the building and the playgrounds, having alerted the Nursery Manager/Head of Pre-Prep.

Report the incident to the school office so if necessary the Headmaster, parents/carers and emergency services can be contacted. Available staff can instigate a thorough search of surrounding grounds.

Try to ascertain the last place the child was positively identified. Immediately report back to the school office if the child is found so that they can inform the parents/carers and the Headmaster.

#### **Outside**

Gather all children together quickly by blowing the whistle. Whilst an immediate search of the playground and surrounding buildings is undertaken by Nursery practitioners/teaching assistants the children should be taken inside, into one classroom. Report the incident to the school office, Nursery manager/Head of Pre-Prep so if necessary the Headmaster, parents/carers and emergency services can be contacted. If necessary, available staff can instigate a thorough search of surrounding grounds. Try to ascertain the last place the child was positively identified. Immediately report back to the school office if the child is found so that they can inform the parents/carers and the Headmaster.

#### **Outings**

A register will be taken prior to leaving Edgeborough, on the coach and when arriving at the destination. On return to Edgeborough the register will be taken on the coach and once back at school. Adults will keep children in their care and sight at all times.

If a child does go missing they should immediately inform all staff on the outing, so that the site can be searched and all groups checked. Risk assessments will be done prior to any trip and these will detail lost pupil, arrangements and points of contact.

If the child cannot be found the Head of Pre-Prep/Nursery Manager, school office and Headmaster will be informed, so if necessary the parents/carers and emergency services can be contacted. Immediately report back to the office if the child is found so that they can inform the parents/carers and the Headmaster.

## **Late Collection**

If a child in The Edgeborough EYFS (Nursery, Pre-school and Reception) is not collected beyond their agreed collection time, all available contacts will be called and the child will remain in the care of the School until someone is able to pick the child up.

If any safeguarding concerns arose pertaining to late collection, usual safeguarding procedures would be followed. (See Safeguarding Policy)