

14 b



EDGEBOROUGH SCHOOL

Missing Pupil Policy

(including EYFS and Boarding)

UPDATE LOG

DATE	CHANGE	By Whom
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

Contents

What to do if a pupil is missing from school	4
Reasons	4
Actions	4
Trips	5
Use of the Police	5
Additional considerations for EYFS Pupils	5
Inside	6
Outside.....	6
Late Collection	7

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 the Head 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 considerations for EYFS Pupils

In the unlikely event of a missing child, the following procedures should be followed (in addition to measures outlined above):

Inside

- All children remain safely 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.
- Try to ascertain the last place the child was positively identified.
- Report the incident to the Head (or the Head's PA/SLT member) and the school office, alert staff across the campus. All available staff instigate a thorough search of surrounding grounds (including playgrounds and woodlands), classrooms and drive.
- 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 and parents should be informed. All requested information will be passed on.
- Even if the child is found in the 20 minutes, the parents should be informed, retrospectively, of what has occurred.

Outside

- Gather all children together quickly by blowing the whistle.
- Whilst an immediate search of the surrounding area is undertaken by Nursery practitioners/teaching assistants all other the children should be taken inside, into one classroom with a minimum ratio kept (which ensures the safety of all other children).
- Follow steps as above (when inside).

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 (and any site Office/lead), 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 include vital contact information.
- If the child cannot be found the Head of Pre-Prep/Nursery Manager, school office and Head (or the Head's PA or SLT member) will be informed. Procedures to alert the police and parents will then be followed from the school.
- Once whoever is leading the search is satisfied that all reasonable steps have been taken to find the missing pupil have been unsuccessful, the police should be contacted - Surrey Police on 999 or 101 or 0845 1252222
- Immediately report back to the office if the child is found so that they can inform the parents/carers and the Head.
- Following the incident a report will be written and Risk Assessments reviewed by Senior staff.
- If deemed necessary Ofsted/ISI will be informed and provided with incident reports.

Late Collection

If a child in the EYFS (Nursery, Pre-school and Reception) is not collected beyond their agreed collection time the following steps are taken:

- Reassure the child
- If it is at the end of the school day, settle them in to After School Care. If it is at the very end of the day, take them to the Boarding House.
- Check if a message has been received by the office.
- Ask the office (if closed this should be done by the Head of Department or staff responsible) to telephone the child's carers and, if no response, to contact all emergency contacts for the child.
- If no contact is made, inform the Head of Pre-Prep or another member of the Senior Leadership Team on site, who will assume responsibility for the child if he / she has not been collected (after 6 pm).
- If necessary, arrange for the child to have supper (and if this does not cause the child any distress).
- If the child's carers have not been traced by 6:30 pm the resident senior staff should assume responsibility for the child and inform the Police.