



# Notting Hill & Ealing High School GDST

## Missing Child Policy Junior School including the Early Years Foundation Stage

**Policy Statement** The safety and security of the children in our care at Notting Hill & Ealing Junior School is paramount. Every care is taken to ensure that the girls are accounted for at all times when they are in our care.

Each girl who arrives at school is registered first thing in the morning. Staff maintain the appropriate high level of supervision throughout the day and are aware of the location of the girls in their care at all times. The register is taken again in the afternoon.

Girls in the Early Years Foundation Stage are handed over to staff by their parents/carers in the morning and in the afternoon girls are handed back to parents/carers by staff.

Registers are also taken at After School Club (ASC) and all children are signed out by a carer. All clubs that occur in the morning and after school also have a register taken. In the case of an absent child at a club that occurs after school, a message is sent to the Junior School Office if a pupil is missing and no message has been received to explain the absence.

### During the school day

We are a large school and it can take some time to move from one place to another; however, if a child is unaccounted for the teacher should:

- Ask either an older child or a Teaching Assistant to check their nearest cloakroom and possibly whether they have an individual lesson.
- The teacher should contact the office staff who should check that the child has not been signed out and check whether the child has been treated in the medical room.
- If the child cannot be found, the Head of the Junior School (or a senior member of staff) should be told.
- At this point, the teacher should try to ascertain when and where the child was last seen. The TAs and any spare members of staff will be asked to start a search. They should call the child's name as they search.
- At all times the rest of the class must be supervised by either the class teacher or a member of the support staff. If appropriate a neighbouring teacher can be asked to supervise the class (as well as their own) to enable both the teacher and the support staff to conduct the search.
- Check the outside play areas and cloakrooms.
- Check that all external doors and gates are closed.
- Do a quick check of the road outside.
- Send a message to all class teachers to ask if the child is in their room.

- Send a message to the Senior School to check the sports hall, swimming pool, practice rooms, assembly hall and dining room.
- The Head of the Junior School (or a senior member of staff) will then ring the fire alarm so that the building will be evacuated as in a fire practice and a full head count taken and another sweep of the school made.
- If the Head of the Junior School (or a senior member of staff) is satisfied that the child is not on the school premises, the police and parents will be phoned. A photograph of the child will be printed for the police.

#### **Procedures for Lost Child on a school visit**

On a school visit, staff should be aware of where all members of the group are at any one time. Pupils should be closely supervised. They should be counted regularly. If a child becomes lost, the remainder of the group should be gathered together as quickly as possible and the teacher in charge should ascertain where and when the child was last seen. A member of staff should check the surrounding area and the last sighting place. If the group is in a museum or such like their staff should be alerted that a child is missing. The Head of the Junior School (or her deputy) should be phoned and kept informed. If the child is not found within 10 minutes the teacher in charge should phone the police. The trip leader will bring photographs of all girls on the trip, in order to aid the police. A member of the school staff will remain with the police until the child is found.

The Head of the Junior School will contact the parents and Head of Senior School.

#### **At the end of the Day**

If a parent cannot find her daughter at the end of the day, they are advised in the first instance to talk to the teacher dismissing the class who should be able to assist them. If nobody knows where the child is, the parent will be sent to the Junior School Office and a member of JSLT will be informed, who will try to locate the child.

The member of JSLT will check:

- If the child was in school
- If the child was due to go home with another child/carer
- If the child is in After School Club
- If the child is on the walk home list (Y5&6 only)
- When the child was last seen
- The child's classroom and cloakroom; the toilets, clubs, music rooms and outside spaces

After a thorough search, if the member of JSLT is satisfied that the child is missing, the police will be informed.

#### **Review**

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

September 2017

Next review: September 2018