



# Notting Hill & Ealing High School GDST

## Missing Child Policy Junior School including EYFS

**This policy applies to all the girls in the 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 are 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. Girls in the Early Years Foundation Stage are handed over to staff by their parents/carers. Staff maintain the appropriate high level of supervision throughout the session and are aware of the location of the girls in their care at all times. The register is taken again in the afternoon.

### **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, the medical room and possibly whether they have an individual lesson.
- If the child cannot be found the Head of the Junior School (or a senior member of staff) should be told.
- In the first instance the teacher should try to ascertain when and where the child was last seen. The office staff should check that the child has not been signed out and check whether the child has been treated in the medical room. 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.
- Check that all external doors and gates are closed.
- Do a quick check of the road outside.
- Check the outside play areas and changing rooms.
- Send a message to all class teachers to ask if the child is in their room.
- Check the sports hall, assembly hall and dining rooms.
- Starting at the ground floor check each floor level paying attention to non-class based areas such as practice rooms.

- The Head of the Junior School 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.
- 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 Prep 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.

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 the above procedure will be put in place. If parents arrive later than 3.30pm they ring the After School Club, which is open until 6pm.

#### **Review**

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

September 2016