



Notting Hill & Ealing High School GDST

Missing Child Policy Junior School and EYFS

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.

Normal Procedures

During the school day

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.

On trips

When on excursions off the school premises, staff implement strategies to maximize the safety and security of the girls in accordance with the school's Trips policy. Full risk assessments are carried out. A list of all the girls' names is carried by the trip leader and the girls are split into small groups according to the proper staff/pupil ratios for the age of the girls and the purpose of the trip or activity. Each group is managed by a separate member of staff. The number of girls is checked regularly by frequent head counts.

At the end of the day

Year R and Year 1 – Girls are only released to a known adult or an adult that the school has been informed about in advance. Any girls going to the After School Club are kept in the classroom until 3.30pm when they are handed over to the After School Club staff.

Year 2 – 4: Girls are taken to the front garden by the teacher in charge of the class and girls are picked up from the teacher. Girls going to the After School Club are sent to wait with the After School Club staff. Girls going to clubs are sent directly to the club.

Years 5 and 6: The same measures are in place as for girls in Years 2 – 4 but in addition, with written consent from their parents, girls are allowed to walk home.

Policy to be followed if a girl goes missing.

If during the school day, a girl cannot be found the following procedure will be followed:

- The Staff will maintain safety and well-being of the other girls.
- A register will be taken and if the girl is still missing, a message will be sent to the Junior School office. The 'stay put' bell will be rung to inform staff and girls to stay in their present locations. Nobody will be allowed to enter or leave the building until informed by a member of SLT.
- A member of the Senior Management Team and at least one other member of staff will search the immediate vicinity or school grounds. Going to places at which the girl was last seen, tracing the routes that they may have taken.
- If the girl is not found after approximately 10 minutes, the Head of the Junior School or her Deputy will endeavour to contact the parents of the missing girl by telephone.
- If the parent is not aware of where their daughter is, the police will be informed.
- Once police arrive all relevant information about the child will be given. The police will then take over the search.
- If off-site, the Group Leader will remain with the police to comfort the girl when found and maintain regular contact with the school.
- The remaining staff will return to the school with the rest of the girls if off-site.

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

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.

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Next review: July 2015