



NOTTINGHAM GIRLS' HIGH SCHOOL

GDST
GIRLS' DAY SCHOOL TRUST

Missing Child Policy **This policy refers to all pupils including EYFS**

Introduction

The safety and welfare of all the pupils at NGHS is paramount. All staff are responsible for ensuring the safety and wellbeing of pupils at all times. Adult to child ratios are adhered to in order to maintain high levels of safety. This policy outlines procedures to be taken if a child goes missing but should be read in conjunction with The Critical Incidents and Educational Visits Policies.

Aim

- To ensure the welfare and protection of all pupils whilst in our care.
- To establish the procedures in the unlikely event of a pupil going missing on the school premises. (The safety procedure on outings is outlined in the Educational Visits Policy and is taken into consideration by staff when planning and writing risk assessments for the individual outings).

Junior School

Procedures to ensure security

- All parents and visitors to sign in at the office.
- All outdoor areas have a secure barrier and the playground has a three metre security gate and fencing.
- EYFS and KS1 classrooms open directly onto their own secure outdoor space.
- EYFS staff supervise the classroom between 8:00-8:30am as girls and parents arrive at school and older pupils are supervised by staff in the secure playground until teachers arrive to collect and accompany girls to their classrooms.
- A register is taken at the start of the morning and afternoon session and parents are contacted if they have not notified us to let us know why their daughter is absent.
- Pupils are released directly to their parents or carers at the end of the school day and a written record is made of this handover. If the pupil is going home with a different adult, a member of staff is notified of this before the pupil is collected. If no prior notification is given, the pupil will not be allowed to leave until the parent/carers is spoken to and has given consent.
- If any pupil has not been collected by 4pm, they are taken to the Junior School reception where their parent is contacted. The pupil is then taken to After School Club, if the parent will be longer than 5 minutes.
- Some pupils are booked into the After School Club in advance. EYFS children are taken by a member of staff and are registered by the ASC supervisor. They are then signed out when they leave with their parents or carers.

- Music staff collect girls from class notifying the class teacher that they are taking the pupil, they ensure that a copy of their regular teaching timetables are with teachers and Junior administrators. Any pupils who are taught in the Senior School for music must sign in and out at Junior Reception.
- For school visits, children wear school uniform for easy identification.

Information for parents/carers

Parents/ carers are given information in the “Welcome to Reception” Handbook when joining the EYFS setting to inform them of arrangements for dropping their child off at school in the morning and collecting them at the end of the school day.

Parents/ carers are given clear outlines of procedures for entry into school and exit from school maintaining high standards of security. Parents/ carers must sign into school through the Secretary’s office and sign out when they leave. Parents of EYFS children can enter the classroom in the morning at drop off, however, if they wish to go further than the Reception classroom area, then they must enter the school via the school office and sign in as above.

Further details of about the supervision of pupils is outlined in the Supervision of Pupils Policy.

Action to be taken if a pupil goes missing in school

Action taken is designed to ensure the safe return of a missing child as soon as possible. Upon finding that there is a missing child the following steps would be taken:-

- Take a class register to ensure that all other children are present. Check with music teaching timetables to see if that child may be at a lesson and seek to confirm this.
- Ask adults and children present when they can last recall seeing the child.
- Occupy the remaining children in their usual environment to ensure they stay calm.
- Inform the Head of the Junior School (or in her absence Deputy Head of Juniors) that there is a missing child who will then action the following:
 - Contact by phone the grounds staff to search the grounds starting with the Juniors.
 - Delegate a member of staff to remain at all exit points of the Junior School.
 - Delegate a full search of the Junior School (including all rooms, toilets, cloakrooms).
 - Alert the Head of the whole school and Senior School reception.

If the child is still missing, the following steps would be taken:-

- The Head of the Junior School will ring the police who will be given description, details of clothing, last sighting and any relevant circumstances to explain what has happened, and what steps have been set in motion. Ask them to come to the School as soon as possible.
- The Head of the Junior School will ring the pupil’s parents to inform them of the situation and action being taken.
- Search of school site will be continued by all available staff until child is found or police arrive and supervise search.

Following the incident:

- A full record of all activities taken up to the stage at which the child was found will be made for the incident report.
- A meeting should be arranged to discuss what happened with the parents.
- Procedures and security arrangements should be reviewed and adjusted accordingly.

Action to be taken if a child goes missing when out on a school outing – Reception to Year 6

- A head count and register will be taken to ensure that all other pupils are present.
- Ask staff and children when the pupil was last seen.
- An adult/ member of staff would search the immediate vicinity / place last seen.
- Alert the venue Manager and arrange a search if applicable.
- The remaining children would be cared for by delegated adults from the school.
- Telephone Head of Juniors or Deputy Head.
- Head of Juniors or Deputy Head of Juniors to inform Head of the whole school.
- Telephone the police who will be given description, details of clothing, last sighting and any relevant circumstances to explain what has happened, and what steps have been set in motion. Ask them to come to the venue as soon as possible.
- Head of the Junior School, or Deputy Head to ring the child's parents and explain what has happened, and what steps have been set in motion explaining that she will keep them fully informed.
- Search of venue will be continued by all available staff until child is found or police arrive and supervise search.

Action to be taken once the child is found

- Talk to, take care of and, if necessary, comfort the child.
- Speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing.
- The Head of the Junior School or Deputy Head will speak to the parents to discuss events and give an account of the incident.
- The Head of the Junior School or Deputy Head will carry out a full investigation (if appropriate involving Social Services/ Local Children Safeguarding Board).
- Media queries should be referred to the Head.

Following the incident:

- A full record of all activities taken up to the stage at which the child was found will be made for the incident report.
- A meeting should be arranged to discuss what happened with the parents.
- Procedures and security arrangements should be reviewed and adjusted accordingly.

Senior School Years 7 – 13

This policy applies to all pupils in the Senior School, and those attending After School Care and Clubs.

Systems in place to minimise the risk of children going missing:

- Pupils are registered at the beginning of morning and afternoon sessions and at the start of each lesson. Any pupils arriving after registration has closed must sign in at the Office.
- The office checks registers after 9:15am each morning and follows up any unexplained absences with a School Comms home.
- It is the responsibility of the member of staff with any class/teaching group to be aware of how many girls are present.
- Pupils have to ask permission to go to the toilet.
- Pupils may miss part of a lesson for an individual music lesson. Students fill in a green permission slip in advance of the lesson which is signed by the music teacher and subject teacher. The subject teacher updates the register.
- Parents of pupils who leave the school site during the day, for a medical appointment or other reason must inform the tutor by letter or email that this is planned. The tutor should update SIMS with the appropriate code.

- The pupil should sign out in the office and sign back in if they should return before the end of the school day.
- Pupils who are unwell during the school day should be seen by the school nurse before parents collect them. Parents will then sign them out as they leave with their daughter.
- Visitors to school have to sign in and out and wear a badge.

Every care is taken to ensure our pupils are accounted for at all times. However, if a pupil does not arrive at a lesson the following procedure will be followed.

- A register to be taken at the start of the lesson
- If a pupil is missing:
 - Ask other students in the class
 - Check any comments left by tutor on AM registration.
 - Check lesson monitor on SIMS to see if the pupil is elsewhere in school, i.e. sick bay, music lesson or has been signed out for an appointment or sent home ill.
 - Look at previous registers to see if there is a consistent pattern.
- If no reasonable reason can be found for why a pupil isn't present, then the missing pupil procedure should be begun.

Missing pupil procedure

- The Office will be informed and will take steps to find the student in school, checking the signing out systems and possible locations e.g. toilets, also informing the Deputy Head if necessary.
- Assistance will be drafted in to facilitate a more detailed search of the building and grounds.
- On no account will any other girls be left unsupervised at any time and staff will work together to ensure that supervision is in place, whilst the search is being undertaken.
- If a thorough search proves unsuccessful in establishing the whereabouts of the child, the parent/carer will be contacted and informed. Immediately following (if this contact does not alter the situation) the emergency services will be contacted.
- On the arrival of the emergency services and the pupil's parent/carer, the Head or most senior member of staff present will be responsible for apprising them of all information in respect to the missing child and what action has to be taken.
- Once the situation has been resolved an internal investigation will take place to examine how it occurred and to put immediate measures in place to ensure it does not happen again. This investigation will be led by the Deputy Head.

Related policies

- Pupil Supervision Policy
- Safeguarding and Child Protection Policy
- Educational Visits Policy
- Critical Incident Policy

Policy Reviewed: September 2019

Next Review due: September 2020