



## **EYFS MISSING CHILD POLICY AND PROCEDURES**

This policy applies to all EYFS pupils at St David's Prep during the school day and during after school activities. The safety of our pupils is of paramount importance. All staff are aware of safety issues and our staff: pupil ratios are appropriate, enabling pupils to be well supervised at all times.

All EYFS pupils are handed over by parents/carers directly into the care of the relevant member of staff at the beginning of the school day. In Pre-Reception the doors open from 8.00am and the children go directly into their classroom. If a Reception child requires early morning care from 7.45am, they will be handed over to a member of staff in the Early Room. The children enter via the Front Door which is manned and opened by a member of the EYFS team. At the end of the day all pupils are handed over into the care of the parent/carer or if they require after school care a member of staff in the Late Room. In the unlikely event of a child going missing, our missing child procedure is followed.

### **PROCEDURE**

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible.

It is important to ensure that the attendance register is completed twice daily, that any telephone messages regarding absent children are noted and that appropriate letters are completed for any child leaving school early.

#### **In the event of a child going missing from school we would follow these procedures:**

- The teacher responsible for the class would check the attendance register against the register of children leaving early for that day, to confirm that a child is missing.
- The register is also checked to make sure that no other child has also gone astray.
- The teacher would immediately inform the Head Teacher who would release staff to search every possible accessible places such as Pre- Reception and Reception classrooms, messy room, toilets, cloakroom, cupboards, staff room, EYFS garden and field.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out and a member of staff would search beyond the EYFS building, in the year 1 classroom, the cabin, Year 6 classroom, Prep, in the roads back and front of the school.
- Children would be asked if they had seen a particular child.
- If the child has not been located within 10 minutes of going missing the parents and Police would be contacted by the Head, Deputy or DSL.
- The school would cooperate with the Police in the continuing search if the child is still missing. The school would also cooperate with the Police and/or Social Care in any ensuing safeguarding investigation.
- The owner of the school would be informed immediately.
- A full incident report would be prepared.

It is important not to alarm the other children and staff must not discuss the incident in front of them. They should answer children's questions honestly but also reassure them and ensure that they are adequately supervised at all times.

In the event of a child going missing during an off-site visit we would follow these procedures:

- An immediate head count and register would be carried out in order to ensure that all other children were present.
- An adult would search the immediate vicinity along with contacting the venue manager.
- Arrangements would be made to take the remaining children back to school or be looked after somewhere safe with appropriate levels of staffing.
- The School Office would be informed so that they could inform the Head and the Safeguarding Officer, who would be asked to ring the child's parents and explain what had happened and what steps had been set in motion.
- The Police would be informed.
- All relevant points from the on-site protocol would be followed.

### **Next steps of the Investigation**

- Early Year Leader(s) and Head Teacher will speak to the parents to discuss events and give an account of the incident.
- Early Year Leader(s) or Head Teacher will carry out a full investigation, taking written statements from all the staff in the room or who were on the outing.
- Early Year Leader(s) writes an incident report detailing
  1. The date and time of the report.
  2. What staff/children were in the group/outing and the name of the staff designated responsible for the missing child.
  3. When the child was last seen in the group/outing.
  4. What has taken place in the group or outing since the child went missing.
  5. The time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation, all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Children's Social Care may be involved if it seems likely that there is a child protection issue to address.
- The incident is reported under RIDDOR arrangements. The local authority and Safety Officer may want to investigate and will decide if there is a case for prosecution.
- In the event of disciplinary action needing to be taken, Ofsted is informed.
- The insurance provider is informed.
- Staff must not discuss any missing child incident with the press or media without taking advice.