



BEVENDEAN ACTION TO BE TAKEN SHOULD A CHILD GO MISSING AT BEVENDEAN POLICY

If a child is found to be missing following a head count and is not immediately located in last venue e.g. playground after play:-

MINI TRANSITION AND TRANSITION

The Head of Year must be informed who then informs the Office/Head of Pre-Prep.

Depending on the time of absence:

- If the perimeter is secure, all Teaching Assistants assist with the search leaving teachers with classes.
- If the gates are open, all available staff are asked to assist.
- The Teaching Assistants in Transition Blue and Green search Michael's Building
- The Teaching Assistants in Transition Red and Mini Transition rooms search the main building and Transition building.
- All Teaching Assistants check the outdoor area.
- If unsuccessful after 10 minutes, the Head of Pre-Prep should be informed immediately. The Head of Pre-Prep will then call the police and inform the parents.

RECEPTION

The Head of Year must be informed who then informs the Office/Head of Pre-Prep.

Depending on the time of absence:

- If the perimeter is secure, all Teaching Assistants assist with the search leaving teachers with classes.
- If the gates are open, all available staff are asked to assist.
- The Teaching Assistants in Blue and Green Rooms search Michael's Building
- The Teaching Assistants in Red and Orange search the main building and Transition building.
- All Teaching Assistants check the outdoor area.
- If unsuccessful after 10 minutes, the Head of Pre-Prep should be informed immediately. The Head of Pre-Prep will then call the police and inform the parents.

YEAR 1

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 - The Teaching Assistants in Blue and Green Rooms search Michael's Building
 - The Teaching Assistants in Red and Orange search the main building and Transition building.
 - All Teaching Assistants check the outdoor area.
 - If unsuccessful after 10 minutes, the Head of Pre-Prep should be informed immediately. The Head of Pre-Prep will then call the police and inform the parents.
- **It is important to carry out the initial checks as fast as possible without missing a hiding child who knows they will be in trouble when found.**

The Paddock

If a child goes missing whilst at the Paddock, the whistle will be blown to bring all children back to 'Base Camp'. There will then be a headcount. A member of staff will stay with the children while the other member of staff will look for the missing child. The staff will also use their mobile phone to call the office/Head of Pre-Prep.

Action to be Taken Should a Child Go Missing When Off Site

(see Outings Procedure)

- In accordance with the Danes Hill School Risk Assessment for taking children off site, every adult on the trip has a mobile phone number which is recorded on the outings form.
- All trips are staffed at the optimum child to adult ratio.
- Every adult is assigned a group of children for whom they are responsible. Lists of groups are recorded on the outings form.
- The person in charge of the outing, usually the Head of Year, and the person(s) responsible at the venue (if applicable) should be informed immediately.
- Having reassured themselves that the rest of the children are secure and left with a responsible member of the party, the group leader, from whose group the child went missing, should start an immediate search, retracing their steps.
- If the missing child is not located within 30 minutes the Head of Pre-Prep must be informed and the Police must be called.

R Samson

Date of Policy: 01/03/2019

Date of Policy renewal: 01/03/2020