



# MALVERN ST JAMES

## Girls' School

### **Lost / Missing Child Policy (including EYFS)**

This policy is the responsibility of the Director of Pastoral Care to review and update annually.

#### **Scope**

The welfare of the pupils at Malvern St James School is paramount. Every adult who works at the school has been trained to appreciate that he or she has a key responsibility for helping to keep all of the children safe at all times. Where staff have concerns that a child is missing from the school, this policy should be followed.

Every member of our staff who works with children has read the relevant parts of Keeping Children Safe in Education. Our staffing ratios are generous and are deliberately designed to ensure that every child is supervised the whole time that he or she is in our care.

This policy was drawn up having had regard to the Independent School Regulatory Requirements (paragraph 7 and 15), Early Years Statutory Framework (paragraph 3.73) and Department for Education Guidance Children Missing Education (September 2016).

#### **MSJ Prep (including EYFS)**

At regular times, the importance of staying safe and with known adults is stressed. Head counts/ Registers are taken at lesson changes and at Registration. A note of absences from the classroom (taking messages/ toilet) is made by the class teacher. Staff are vigilant when on duty.

The Parents' Information Handbook relays important information and describe the arrangements for security at the beginning and end of each day, including after care procedures.

In EYFS, KS1 and KS2, a pupil may not leave School with another parent or unknown adult unless full details have been given to School by the parent.

#### **Senior School and Sixth Form**

At regular times, the importance of staying safe and with known adults is stressed. Registers are taken at lesson changes and at Registration. A note of absences from the classroom (taking messages/ toilet) is made by the class teacher. Staff are vigilant when on duty.

#### **What to do if a child goes missing during the School day on site**

Emergencies can arise. In the unlikely event of a child going missing in/from School, these

procedures are designed to ensure that she is found and returned to supervision as soon as possible.

The Attendance Officer, Main Reception and the Director of Pastoral Care should be informed of any potentially missing pupil as soon as there is a concern.

If, following an initial search and announcement on the in-school speaker system, the missing pupil has not been located, the following procedures should be followed: -

- The Headmistress, Deputy Head and as appropriate Heads of Year (in their absence a member of the Leadership Team) will be notified and will communicate with all relevant staff
- If the School has a pupil's mobile number (stored on ISAMS), the member of SLT notified will call or instruct another member of staff to do so
- All staff will be informed by email from the School Office
- If appropriate, the alarm will sound and members of the School will respond accordingly
- A register is to be taken immediately to ensure that all other children are present
- Classmates and friends should be asked if they know of the child's whereabouts and when they last saw the missing child
- Information held in the School Office and any messages left for staff will be checked
- The immediate area will be searched thoroughly by staff including the Estates Team. The search will be organised and co-ordinated by member of SLT notified, also the Heads of Year (including EYFS) if appropriate. This is to include all areas, inside and outside spaces, cloakrooms, cupboards etc. Staff should carry mobile phones wherever possible.
- A member of SLT will call the parents and the police once a register has been completed. This will be within 15 – 20 minutes if the pupil is in Prep (including EYFS) and within 30 minutes for girls in the Senior School.
- The SLT will act on any Police advice
- The SLT will follow the Critical Incident Policy
- A base will be created in the Deputy Head's Office where all information should be passed to the SLT and Designated Safeguarding Lead. The DSL will contact the Worcestershire Local Safeguarding Children Partnership and the Chair of the Governing Body.

**See Appendix 1 for procedural details**

### **What to do if a child goes missing on a School trip**

Head counts are made at regular intervals and a mobile phone is taken for emergencies. In the event of a pupil missing from the group:-

- All staff present will be informed
- A head-count will be carried out and if appropriate the missing child will be contacted on their mobile
- Classmates and friends should be asked if they know of the child's whereabouts and when they last saw the missing child
- All other children should be calmly occupied in an appropriate space and remain under proper supervision. They should be taken back to the School when possible (or to the accommodation if abroad)
- The immediate area should be searched thoroughly by available staff
- If abroad, details of actions are found in the Educational Visits Policy
- If the child is not found after half an hour, the most senior member of staff should contact the police and inform the Head/DSL who will follow the Critical Incident Policy
- If abroad and the member of staff who speaks the language is present, they can make the

phone call to the police

- At least one member of staff should remain at the scene to meet the police/parents
- The Head/DSL will act on any Police advice. The DSL will contact Worcestershire Local Safeguarding Children Board and the Governing Body
- Once the lost child is found all members of staff, family and agencies already contacted should be informed.

### **What to do if a child goes missing from the Boarding House**

After the Health Centre has been called and the house registers have been taken:-

- The Headmistress, Deputy Head and Head of Boarding will be notified and will communicate with all relevant staff
- If the School has a pupil's mobile number (stored on ISAMS), the member of SLT notified will call or instruct another member of staff to do so
- All other Boarding Houses will be called and checked
- Room-mates and friends should be asked if they know of the child's whereabouts and when they last saw the missing child
- Information held in the Housemistress' Office and any messages left for staff will be checked
- The immediate area will be searched thoroughly by staff including the Night Watchman. The search will be organised and co-ordinated by member of SLT notified. This is to include all areas, inside and outside spaces, cloakrooms, cupboards etc. Staff should carry mobile phones wherever possible.
- The Fire Alarm will be set off so that all Boarding pupils can be registered
- A member of SLT will call the parents and the police once a register has been completed. This will be within 15 – 20 minutes if the pupil is in Prep and within 30 minutes for girls in the Senior School.
- The SLT will act on any Police advice
- The SLT will follow the Critical Incident Policy
- A base will be created in the Director of Boarding's Office where all information should be passed to the SLT and Designated Safeguarding Lead. The DSL will contact the Worcestershire Local Safeguarding Children Board and the Chair of the Governing Body.


### **See Appendix 2 for procedural details**

A full record of all activities, interviews and procedures should be documented in an incident report completed by the staff member responsible for the pupil at the time they went missing and should be given as soon as possible to the Head to carry out a full review of this Policy.

### **Actions to be followed by staff once the child is found**

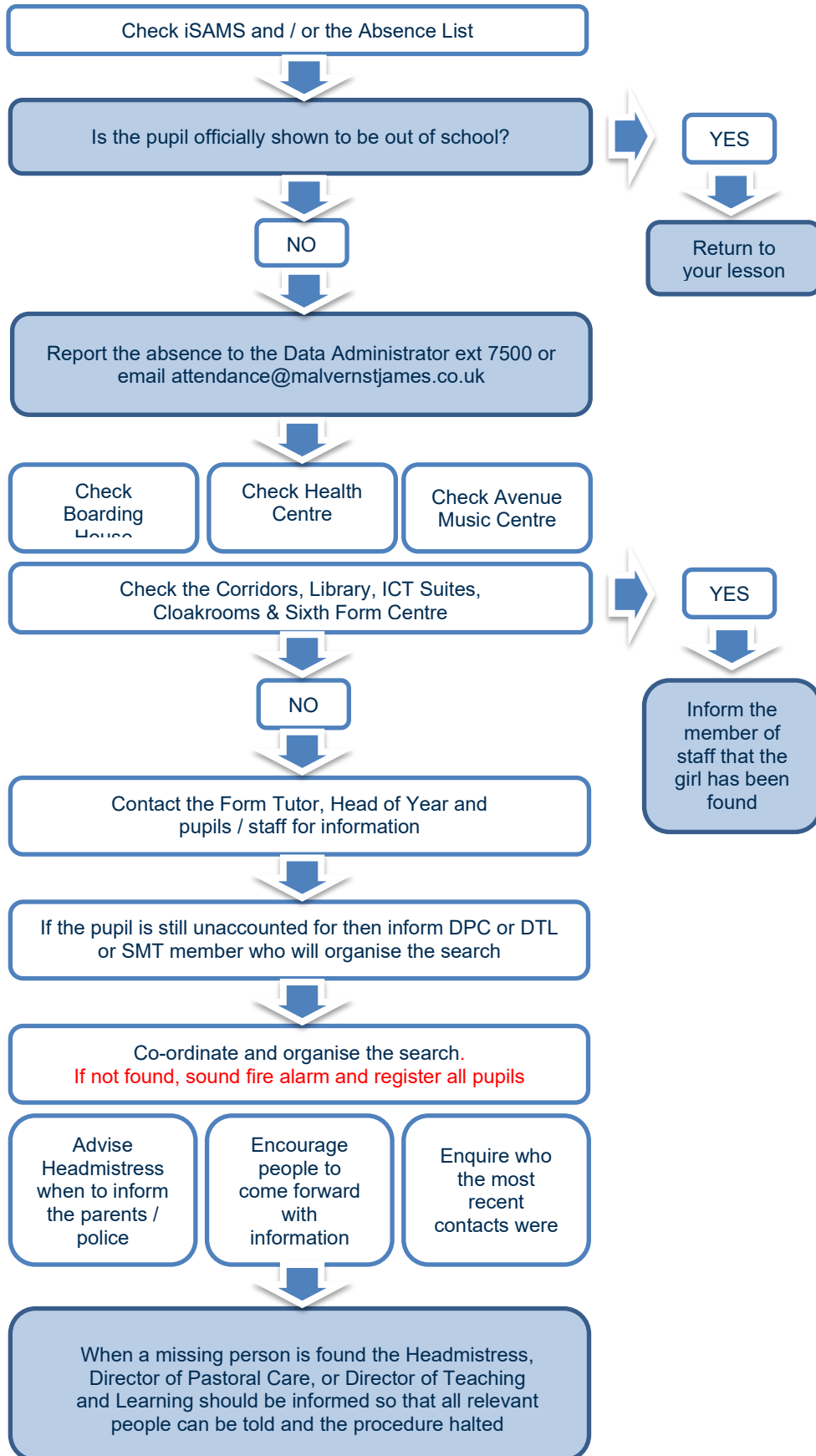
- Talk to, take care of and, if necessary, comfort the child
- Speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing
- The Director of Pastoral Care or DSL will speak to the parents to discuss events and give an account of the incident
- Media queries should be referred to the Headmistress
- The investigation should involve all concerned providing written statements
- The report should be detailed covering: time, place, numbers of staff and children, when the

child was last seen, what appeared to have happened, the length of time that the child was missing and how she appeared to have gone missing, as well as lessons for the future.

<b>Authorised by</b>	Resolution of the School Council
<b>Signature</b>	
<b>Date</b>	17 March 2021

<b>Effective date of the Policy</b>	17 March 2021
<b>Review date</b>	January 2022

**Appendix 1 - Flow Chart to show procedure to follow when a pupil is reported missing**



**Appendix 2 - Flow Chart to show procedure to follow when a boarder is missing**

