Felsted

Information for Parents: Missing Child Procedure

In the event that a child is missing, either from school or during an off-site visit, we follow the procedures set out in our Missing Child Plan and Procedure. Further information is provided below, and a full version of the School's Missing Child Plan and Procedure (including for Boarding pupils) can be provided to parents upon request.

On the school site

As soon as a child is deemed to be missing without reason, the School (led by a member of the Prep Leadership Team (PLT)) will:

1. Check:
   - Attendance Register (parents contacted before searches if missing child occurs in first hour of school)
   - Bulletin Board
   - Early sign-out books
   - Music, Tennis and LAMDA Lessons
   - Medical room and WellBeing centre
   - Learning Support Lessons

2. **Sound MISSING CHILD ALARM**

   ALL pupils and teaching staff to assemble at Fire Evacuation Point and register pupils. All other staff to report to the main school office.

3. Member of PLT (LEAD) to run Central Operations. They will:
   - Contact Works and the Senior School for assistance
   - Use check-list/search cards/emergency contact numbers
   - Distribute photos of missing child to staff conducting the search
   - Collate information regarding the pupils last whereabouts/state of mind/clothing worn etc.
   - Admin Staff to record actions/events on the log sheet

4. Heads of Phase send Staff who are not required to supervise children to join whole school search

5. Issue searches for
   - Phase 1: Prep School
   - Phase 2: Senior School and Village area

6. Parents to be contacted following Phase 1 & 2 Searches

7. LEAD to consider handing over to POLICE – 999
   As soon as the child/children deemed to be missing are found the school will:
   - Recall all staff
   - Provide reassurance to children and staff
   - Inform the parents of the child/children that were missing
   - Fully debrief

Off the school site

As soon as a child is deemed to be missing, the School will:

- Carry out an immediate head count in order to ensure that all the other children are present
- An adult to search the immediate vicinity
- Contact the venue manager and arrange a search (where relevant)
- Immediately inform the School, Head of the Prep School and the DSL
- Immediately contact the Police (where relevant)
- The remaining children to be taken back to school as soon as reasonably practicable
- The Head of Prep School to ring the child's parents as soon as reasonably practicable to explain what has happened, and what steps have been set in motion. Ask them to come to the location as soon as possible.
- The Head of the Prep School to inform the Head of the Senior School and the Chair of Governors
- The Designated Safeguarding Lead (DSL) to inform the local authority (Essex Safeguarding Child Board (ESCB) and Local Authority Designated Officer (LADO)
- The School's insurers to be informed as soon as reasonably practicable
- If the child is injured and is taken directly from the scene of the accident to hospital for treatment an accident/incident report should be made to SHEF as soon as is reasonably possible (and no later than 48 hours).

A full record of all activities taken up the stage at which the child is found should be made for the incident report. The school will review its procedures and, if appropriate, these should be adjusted.

As soon as the child/children deemed to be missing **are found** the school will:

- 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 Prep School to speak to the parents to discuss events and give an account of the incident (having discussed this beforehand with the local authority (for example the LADO) if necessary)
- The Head of the Prep School to initiate a full investigation (if appropriate involving any other relevant agencies)
- The School to cooperate fully with any police investigation and any safeguarding investigation by the local authority
- Media queries to be referred to the Head (after discussion with the any other agencies if appropriate)
- 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 purpose of the outing, the length of time that the child was missing and how s/he appeared to have gone missing, as well as lessons for the future.
- Consider whether actions need to be taken in line with the School's Safeguarding (Child Protection) Policy and the Staff Behaviour Policy where there are concerns about the welfare of the child.