DUCKS MISSING CHILD POLICY

Children are closely supervised throughout the day by DUCKS' staff. During the day the children may move between inside and outside activities under the supervision of staff.

To further ensure the children's safety we have the following systems in place:

- A register is taken in the morning and afternoon in accordance with the Attendance and Registration Policy. In the Infants School the main door is kept locked at all times. The external gate access is gained via a video entry system.
- The Kindergarten front door is kept locked at all times and access is gained via a video entry system. In the Kindergarten there are two internal doors within the main entrance area. The internal door leading from the main entrance area into the Duckling Room is accessible only by key code lock during the day. The door leading from the main entrance area into the cloakroom is accessible through an access control point only.
- Staff are on gate duty on the Front gate, Key Stage 1 and Early Years gates from 8.30 – 8:50 am.
- All playground gates are locked during the day.
- Children are registered in Before School Care.
- Children are registered in After School Care and clubs and signed out by the adult collecting using a password and / or the child's date of birth.
- There are assigned collection points for After School Care and Clubs.
- If a child leaves during the school day for any reason the parent or carer collecting them must wait in the foyer area of the Infants School and main entrance area of the Kindergarten whilst the child is collected by a member of DUCKS' staff from their respective room or classroom.

In the unlikely event a child appears to be missing within DUCKS then the following procedure will be followed:

- a senior member of staff and the Designated Safeguarding Lead will be informed immediately, and all available staff present will be deployed to start an immediate thorough search;
- the Head or Assistant Head/s will be informed and will also carry out a search of the area;
- other adults in the vicinity will be asked if they have seen the child;
- if appropriate, on-site security will also be informed and a description of the child/children given, (Dulwich College Security mobile: 07860 648 965);

- after 15 minutes in the event of a child not being found, the Head/Assistant Head will immediately inform the police and the parents/carers;
- during this period, staff will continue searching for the missing child whilst other staff will work to maintain as near to normal a routine as possible for the rest of the children;
- any parent or carer who finds a lost child must bring them immediately back to DUCKS;
- the Head or Assistant Head/s will meet the parents/carers and police;
- the Head or Assistant Head/s will await instructions from the police;
- any incidents where the child has been lost for longer than 15 minutes must be recorded on CPOMS;
- any incident where the child has been lost off site, and is then found must be reported as a "Near Miss" on Evolve;
- Southwark Social Services and Ofsted in respect of the Kindergarten & Infants' School will be contacted and informed of any incidents within 24 hours if the child has been missing for 15 minutes (or more);
- with incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience and this can be provided by the College counsellor.

The Head of DUCKS must keep in mind at all times, and act upon, the primary principle laid down in the Children Act – **the welfare of the child is paramount.**

Policy Owner:	Head of DUCKS
Last Reviewed:	September 2026
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