



## Lost or Missing Child Policy

This policy applies to all sections of RGS Prep, including EYFS

### Statement of Intent

Our intension is to fulfil the aims and objectives of our school. All children attending RGS Prep are entitled to feel safe, cared for and of equal importance. Staff are deployed and the building is used in such a way as to minimise the chance of children removing themselves from the main group without being noticed, whilst allowing them a free choice of activities. In this way staff can be made immediately aware of a child needing help or support and react accordingly.

### Aim

To minimise the likelihood of children going missing while in the care of the School, and to provide a clear and correct procedure to follow, should that happen.

### Early Years Foundation Stage and Pre-Prep

Pupils are welcomed into the Nursery setting through a secure entrance by the Nursery leader and her assistant. The parent/carer settles their son in, signs up collection times for the day and leaves. Pupils may play out in the Nursery playground, supervised by a TA or stay in with Nursery leader. At 9:00am the door is bolted and remains so until the first pupils are collected in the afternoon. At this time there is a member of staff monitoring the entrance when parents arrive.

Pre-Prep pupils enter through the blue gate, which is staffed by a teacher. They then go through to the classroom; staffed by one teacher and one TA. At 8.35am the gate is secured and pupils enter their classrooms. This side gate can only be opened using a code and is never left open during the working day.

All visitors to the school during the day come via the secure front door where they have to sign a visitor's book and wear a badge signifying that they are visitors and have been signed in. We would expect them to have made an appointment or to have provided identification, which explains the reason for their visit. Visitors are not left unaccompanied at any time. The caretaker or main school office should be rung if there are any doubts and the visitor politely asked to wait outside.

Pupils are registered electronically and the Pre-Prep Office staff make a record of absent pupils. Absences are recorded 'authorised' if we have a letter or phone call from the parent explaining the reason, or unauthorised if we do not. We follow up any unauthorised absences at 9:00am as per our absence policy and ask for explanatory letters.

Upon admission to the school, parents complete forms giving details of home address, telephone numbers for home and work, emergency contact numbers, email addresses and all medical details particular to their son. This information is stored on our secure school database system. We expect parents to inform us of any changes

to this information which can be entered onto the system. All members of staff can quickly access this information.

The playground is completely secure, surrounded by walls and fences. Teachers tell the pupils about areas that are off limits and staff are vigilant in reminding them of this. At morning break time Shell through to Year 2 use the main playground with three members of staff on duty. All staff are paediatric first aiders. Accidents are recorded and reported to parents, either straight away or at the end of the day if minor.

Nursery pupils play in their own fenced area and use the main playground once the rest of school have gone in. The pupils are always supervised. Staff are located both in and out of the building to keep the pupils in view at all times. If all pupils are outside, then staff may all be outside. Should any child wish to go in, a member of staff would always accompany him. During lunchtime play and afternoon break, Nursery joins the Shell classes on the main playground, which is supervised by the Nursery/ Shell duty staff.

Should Shell pupils wish to leave the classroom then the TA would accompany them if they are out of view, for example when going to the toilet.

When the pupils need to cross to the Prep Department for Sport, Computing or other activities, the Pre-Prep pupils line up in twos, and go with their teachers and assistants out of the gate and across Aldersey Road, along the pavement and. All staff wear High Visibility Vests and keep the gate closed after exiting the premise. All pupils are aware of the safety procedures for crossing roads and walking on pavements and are reminded daily.

One of the Pre-Prep staff brings the absence list over in case there should be an emergency requiring a register to be taken.

After lunch play, registers are taken again for the afternoon session. If a child has returned to school after lunch, or at any time during the school day then the absence list would be adjusted accordingly. Equally if a boy has to leave for any reason during the day then the list is again updated. A sign in or out book is kept by the Pre-Prep School Office to record pupils departing or arriving outside the normal times. For example, to keep medical appointments.

At the end of the school day at 3.10pm for EYFS and 3:20pm for all other Pre-Prep pupils, children are released one by one to their carer at the front of the school at specific exit points. If a boy is to be collected by anyone else, there needs to be written permission received in advance of this. If no note has been received, the member of staff would expect to telephone one or other of the parents to seek clarification of the change of plan before allowing the child to go with another person. This procedure is made clear to parents when starting school and is set out in our 'Welcome' Booklets.

The gate is secured at 3:30pm. Pupils not collected or those already booked into Late class, will go into our supervised 'Late' classes in year groups where a register is taken. Boys are dismissed at 3:55pm or 4.30pm by the teacher on Lates duty for each specific year group. If after 4.30pm a boy has still not been collected, the parents are called and the boy is signed into After School Care until being collected. The office staff will inform the parent by phone as to their son's whereabouts or a sign would be displayed at the Pre-Prep explaining to parents where to collect their son. If a boy has still not been collected by 5:45pm, the SMT member of staff on duty will endeavour to contact the parents by phone. Failing that, the situation is referred

to the Head, who will put the relevant safeguarding procedures into place, and if necessary, call the police.

The Nursery pupils are able to be collected between 2pm-3:30pm but may stay until 4.30pm. The exact time of collection will have been agreed at the drop off in the morning when parents sign the collection chart.

If there is a sudden change of plan for collection of a boy in Pre-Prep, then the parents would telephone and either speak with the Pre-Prep secretary or leave a message on the answer machine. This is constantly checked, and messages relayed to the member of staff concerned.

Late messages are also updated by email or in person.

For any trips where the children go off site all staff follow the RGS Prep Policy and Trip Procedure and complete all the necessary information regarding Health and Safety, Medical Emergencies and lost children/staff procedure. This information will be found in our Trips policy.

### Prep Department

Pupils are welcomed onto the School site from 8am and there are teachers on year group gate. At 8:25am the door is locked and remains so until the first pupils are collected in the afternoon.

During lessons, teachers should make a note of any unexplained absences and immediately contact the school office. Registers are completed by 9:00am and unauthorised absences are followed up straight away by the school office.

All visitors to the school during the day come via the front door where they have to electronically sign a visitor's book and wear a badge signifying that they are visitors and have been signed in. We would expect them to have made an appointment or to provide identification, which explains the reason for their visit. They are not left unaccompanied at any time. The caretaker should be rung if there are any doubts and the visitor politely asked to wait outside.

Pupils are registered electronically, and the Prep Office staff make a record of absent pupils. Absences are recorded authorised if we have a letter or phone call from the parent explaining the reason, or unauthorised if we do not. We follow up any unauthorised absences as per our absence policy and ask for explanatory letters.

Upon admission to the school, parents complete forms giving details of home address, telephone numbers, home and work, email addresses emergency contact numbers and all medical details particular to their son. This information is stored on our school database system. We expect parents to inform us of any changes to this information which can be entered onto the system. All members of staff can quickly access this information.

The playground is completely secure, surrounded by walls and fences. Teachers tell the pupils areas that are off limits and staff are vigilant in reminding them of this. Accidents are recorded.

The pupils are always supervised. They have staff both in and out of the building.

After lunch play, registers are taken again for the afternoon session. If a child has returned to school after lunch, or at any time during the school day then the absence list would be adjusted accordingly. Equally if a boy has to leave for any reason during the day then the list must again be updated. A sign in or out book is kept by the Prep School Office to record pupils departing or arriving outside the normal times. For example, to keep medical appointments.

At the end of the school day the Prep pupils are taken to their own year group departure point where a teacher in the year group Lates team for that day will see them off. The remaining boys are taken to their year group specific Lates class. Any boy who has not been collected by 4:15pm will be taken to the year group Late Room and the parents will be contacted.

Registers are taken for each Lates class. At the end of each Lates session there will be a member of staff to supervise collection of pupils from the different year group exits. The site will be secure at all times.

Boys are dismissed at 4:30pm; 5pm and 5:30pm. If after 5:30pm a boy has still not been collected, the parents are called and the boy is supervised by the SMT at Prep until collected. The office staff will inform the parent by phone as to their son's whereabouts. If a boy has still not been collected by 5:45pm, the SMT member of staff on duty will endeavour to contact the parents by phone. Failing that, the situation is referred to the Head, who will put the relevant safeguarding procedures into place, and if necessary, call the police.

For any trips where the children go off site all staff follow the RGS Prep Policy and Trip Procedure and complete all the necessary information regarding Health and Safety, Medical Emergencies and lost children/staff procedure. This information will be found in our Trips policy.

### **If a child goes missing whilst attending the school, the following procedure applies;**

- The person alerted to the possibility of a child gone missing should inform the Deputy Head. They will then inform the Head.
- Check the class register and the school office to see if there has been a collection of the child earlier or if he has sought first aid treatment with the secretary. Then ask staff/ classmates where and when they last saw the boy.
- If these lines of investigation prove unsuccessful, a member of SMT will then inform the Head as a matter of urgency.
- An immediate and thorough search of the school premises to be organised by the Deputy Head and co-ordinated through the office.
- To make sure the safety and wellbeing of all pupils is not compromised teachers will remain with their classes while the search continues.

At Pre-Prep, all teaching assistants, caretaker and maintenance staff on site, to assist in the search of designated areas;

- 1) Main playground, Nursery playground, Boyzone, area behind the hall, in and around the Galleon
- 2) Shell & Year 1 classrooms, stairway, under stairs cupboard, upstairs toilet
- 3) Braganza House, classrooms, library, toilets, both up and down stairs
- 4) Hall, under seating and in storage cupboards

In the Prep Department, all staff who are not teaching, caretaker and maintenance staff on site, to assist in the search of designated areas;

- 1) Main playground, top playground, field, behind new Sports Hall and the science garden and front area of Markham House
- 2) All classrooms, stairways, under stairs cupboard, toilets – Gym block, Lanesborough House and Markham House

The school office would be constantly manned and the Head fully informed of the developing situation.

After twenty minutes, should the search be unsuccessful, then the parents would be informed and the Police contacted.

The secretary would make ready the child's file and a photograph made available if necessary.

The school would then follow the advice of the Police.

#### Follow up procedure

A full and thorough review of procedures and practices will take place to determine how the incident occurred and changes will be made, if necessary.

Links to other RGS Prep Policies.

Admissions Policy  
Safeguarding Policy  
First Aid Procedure  
First Aid –Accident reporting  
First Aid – Administration of Medicine  
RGS Prep Anti Bullying Policy  
RGS Prep Every Child Matters Policy  
RGS Prep Pastoral Care Policy  
RGS Prep Behaviour, Rewards and Discipline Policy  
Trips Policy and Procedures  
Health and Safety  
Fire Evacuation Policy  
Data Protection Protocol  
Early Years Policy  
Moving On Policy  
Visitors Policy  
Lockdown Policy

Reviewed: July 2023 AM  
Review date: Trinity 2024



RGS Prep  
Missing Child Procedures  
(Report 1)

Date: \_\_\_\_\_

Name of missing child: \_\_\_\_\_ Age: \_\_\_\_\_

Form Teacher : *(please print full name)* \_\_\_\_\_

Person reporting missing child: *(please print name)* \_\_\_\_\_

Time child was first missed: \_\_\_\_\_

Place where child was last seen: \_\_\_\_\_

Apparent reason for disappearance if known: \_\_\_\_\_



Outcome

Child found by: \_\_\_\_\_

Full details of location: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Visual assessment of child's health and mental state: \_\_\_\_\_

\_\_\_\_\_

Reaction of parents/guardians: \_\_\_\_\_

\_\_\_\_\_

Signature of person finding the child: \_\_\_\_\_  
*(Please print name below signature)*

Time: \_\_\_\_\_ Date: \_\_\_\_\_