

# **The White House Preparatory School**

## **Woodentops Kindergarten and Woodentops Day Nursery**

### **A. MISSING CHILD POLICY and** **B. PROCEDURES IF A CHILD IS NOT COLLECTED ON TIME**

The welfare and safety of our children is our priority and this is reflected in all aspects of pastoral care and supervision both on site and off site, in our policies and in our training and support for staff and all those involved with our children. However, this policy and procedures covers eventualities should we suspect a child has gone missing or if parents/carers fail to collect children at the agreed time.

#### **MISSING CHILD POLICY and PROCEDURES**

##### **Actions to be followed by staff if it is suspected a child has gone missing:**

###### **1. From the School Site**

###### **Class Teacher or Activity Leader (e.g. sports, music):**

- Take a register in order to ensure that all other children are present – check against last registered attendance in the register.
- Check with office who will check the signing out/in book
- Inform the senior member of staff on duty (and EYS Lead if an EYS child)
- Calmly ask all adults and children if they can tell us when they last remember seeing the child
- Occupy all the other children in their classroom(s) or place of activity (e.g. Garden) with a relevant activity
- Arrange for one or more adults to search everywhere within the EYS Department, both inside and out, carefully checking all spaces, cupboards, washrooms etc. where a small child might hide
- Check the doors and gates for signs of entry/exit e.g. gate or door left open.

If the child is still missing, the following steps would be taken:

- Inform the most senior member of staff available i.e. Headteacher/DSL, Deputy Head, Assistant Head or/and (if an EYS child) the EYS Lead/DDSL.
- The most senior member of staff available to:
  - If the Headteacher/DSL is not on site to inform them immediately.
  - ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the school at once
  - notify the Police
  - arrange for staff to search the rest of the school premises and grounds
  - if the child's home is within walking distance, organise a member of staff to set out on foot to follow the route
  - inform the Principal.
  - inform the Lambeth LADO and Lambeth LSCB
  - (if an EYS child) inform OFSTED

###### **2. On an Outing/School Trip**

###### **Trip leader:**

- Organise an immediate head count to ensure that all the other children are present
- Arrange for available adult(s) to search the immediate vicinity
- Contact the venue manager and arrange a search
- Inform the most senior member of staff available by mobile i.e. Headteacher/DSL, Deputy Head, Assistant Head or/and EYS Lead/DDSL.
- The most senior member of staff available to agree who would take the following actions:
  - If the Headteacher/DSL is not on site to inform them immediately.

- o The Headteacher/DSL or senior member of staff to ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the venue or the school (as agreed/directed) at once
- o ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the school or venue at once
- o notify the Police
- o If appropriate, arrange for the remaining children to be taken back to school
- o if the child's home is within walking distance of the venue, organise a member of staff to set out on foot to follow the route
- o inform the Principal.
- o inform the Lambeth LADO and Lambeth LSCB
- o inform OFSTED

#### Action to be followed by staff when the child has been 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 Headteacher will speak to the parents to discuss events and give an account of the incident (having discussed this beforehand with the LADO if necessary)
- The Headteacher will promise a full investigation (if appropriate involving the LSCB)
- Media queries should be referred to the Headteacher (after discussion with the LADO if appropriate)

#### **Follow up actions and investigations**

A report to be completed by the agreed member of staff (e.g. trip leader, activity leader, class teacher) and to cover all details up to the stage at which the child was found. This must include:

- 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 s/he appeared to have gone missing, as well as recommended lessons for the future.

The school would co-operate fully with any Police investigation and any safeguarding investigation by the local authority and if appropriate the school's insurers would be informed and, should a child be seriously injured as a consequence of the incident, a report would be made under RIDDOR to the Health & Safety Executive (HSE)

During the course of an investigation into a missing child, the school, in consultation with the LADO, will decide what information should be given to other parents, staff and other pupils and how press enquiries are to be dealt with.

The school will review its procedures and, if appropriate, these would be adjusted.

#### **Child does not attend school without explanation**

Arrival and registration procedures:

- Children arrive on site between 8.30 and 9am.
- Registers in all classes must be completed by 9am.
- At 9am and by 9.10am latest, Class Teachers to inform the office if a child has failed to arrive for whom there is no explanation n.b. this is especially important for those older children who have permission to walk or scoot to school

- If the office have not received an explanation then the parents will be contacted by phone and by no later than 9.30am.
- If by 11am all attempts to contact parents have failed then the office will inform the Headteacher/DSL or senior member of staff who will contact Lambeth Children's Service to inform them, seek advice and agree on next action.

Nb. If a child fails to attend school for 10 consecutive school days without explanation then Lambeth Children's Services will be contacted again.

Procedures to be followed by staff if a child is not collected on time

- If a child is not collected within 15 mins of the agreed collection time, the school office, class or activity leader we will call the contact numbers for the parent or carers.
- If there is no answer, that person will begin to call the emergency numbers for the child.

During this time, the child will be safely looked after.

- If by the time the school closes and no later than one hour after due time of collection, there is no response from the parents' or carers' contact numbers or the emergency numbers
  - the Headteacher will be informed/DSL or other agreed senior member of staff who will contact Lambeth Children's Services to inform them and for advice and guidance. It may need Children's services to make emergency arrangements for the child, also to visit the child's house and to check with the Police.

A full written report of the incident will be completed and any further actions will be agreed with Lambeth Children's Services.

**Useful contact numbers**

**Children and Young People's Service** – Tel. 020 7926 1000  
**International House**  
**Canterbury Crescent**  
**Brixton, London SW9 7QE**

**Referral and Assessment team**  
**4th Floor, International House**  
**6 Canterbury Crescent**  
**Brixton SW9 7QE**

Tel: 020 792 66010 Tel: 020 792 66583 Tel: 020 792 67868 Tel: 020 792 66586  
 Tel: 020 792 66676 Tel: 020 792 67856 Tel: 020 792 61772

**We undertake to look after the child safely throughout the time that he or she remains under our care, until such a time as s/he has been collected by a parent, guardian or carer, or until appropriate, alternative care arrangements have been made with Social Care and/or the Police in order to prioritise the child's safety.**

**NB. The DSL will keep a record of incidents where parents/carers do not collect a child from school or are late for no explained or good reason, or where there are repeated incidents. If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the school's child protection policy and procedures detailed in its staff behaviour and child protection policy.**

<b>Policy will be reviewed annually</b>			
Policy reviewed:	Sept 16	By:	Principal & Headteacher
Policy reviewed:	Sept 17	By:	Principal & Headteacher
Policy reviewed:	Sept 18	By:	Principal & Headteacher
Policy reviewed:	Sept 19	By:	Principal & Headteacher
To be reviewed:	Sept 20	By:	Principal & Headteacher

**Appendix: Legal guidelines and related guidance.**

A Legal Requirement incorporated into the EYFS Statutory Framework, an ISI Reporting Standard for Independent Schools with Early Years provision.

References:

ISI Handbook for the Inspection of Schools, The Regulatory Requirements, February 2016:  
 Statutory Framework for the Early Years Foundation Stage, September 2014:  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/335504/EYFS\\_framework\\_from\\_1\\_September\\_2014\\_\\_with\\_clarification\\_note.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335504/EYFS_framework_from_1_September_2014__with_clarification_note.pdf)

Keeping Children Safe in Education, DfE guidance, September 2019:  
<https://www.gov.uk/government/publications/keeping-children-safe-in-education>

Working Together to Safeguard Children, DfE guidance, July, 2018:  
<https://www.gov.uk/government/publications/working-together-to-safeguard-children>

Signs of Abuse NSPCC fact sheet: [www.nspcc.org.uk/signsofabuse](http://www.nspcc.org.uk/signsofabuse)