<table>
<thead>
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<th>Implementation Date</th>
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<tbody>
<tr>
<td>Date/term of last review</td>
<td>Spring 2020</td>
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<tr>
<td>Author</td>
<td>Head of Dunannie</td>
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<td>Review body (individual or group)</td>
<td>Head of Dunannie</td>
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<td>Approval Body</td>
<td>Head of Dunannie</td>
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<tr>
<td>ISI Regulatory Paragraph Number</td>
<td>E9/B6</td>
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<td>Next Review Period</td>
<td>Spring 2021</td>
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Tick which category this document refers to:

- ISI requirement to be made available
- ISI requirement to be on website ✓
- For Inspection Use
- Website
- Internal only
At Dunannie we do our utmost to ensure the safety and wellbeing of every child in our care. The Designated Safeguarding Lead for Bedales three Schools is Jen Moore and the Deputy Designated Safeguarding Lead with responsibility for Dunannie is Sharon Rose.

Prevention

- A register of attendance is taken by each class teacher at the beginning of the day and after Orchard play. The Nursery staff complete an individualised register for each day. Including a differing list of children for lunch and afternoons.
- Following morning and Orchard play, teachers collect their classes and check that all children are present.
- The Dunannie Office is able to access registration details at all times.
- If a child has not arrived by 9.00am the school office will phone home.
- Late arrivals report to the school office before joining their classes. (Parents / children need regular reminders of this procedure.) Late arrival information is then added to the registration. Nursery children who arrive late go straight to the Barn and then report to the school office.
- Children are made aware of the boundaries on the top playground and the Orchard. They are also reminded that gates are not to be climbed.
- Teachers on duty check that all gates ‘are’ shut before Orchard play begins.
- Regular inspections of the fencing around each play area is made by the Health and Safety Co-ordinator.
- Children are supervised at all times inside and out. Children are told that they can only play where they can be seen by an adult.
- The school is locked during the day and all visitors must ring the bell to alert the school office. The external doors to the boot room and the staffroom and the internal door between Dunannie and Dunhurst are locked with a coded mechanism.
- Visitors to the school must sign in at the school office and wear a badge. Unfamiliar visitors are escorted ie: external contractors, and staff are notified.
• On school outings a class list is taken, children are accompanied at all times and regular head counts are taken during the visit. (see Dunannie Educational Visits Policy)

**Procedures for a missing child**

On first suspicion that a child is missing from Dunannie, the following procedures must be followed:

• Check child collection arrangements and knowledge of child’s absence with the school office.
• Find out child’s home address. Are they living on site? (School Office)
• Search the building and grounds including Dunhurst followed by Bedales.
• Inform Head and/or Deputy Head.
• Talk to children to ascertain last known whereabouts and circumstances leading to disappearance.
• Inform Bedales (Jen Moore and main switchboard / Dunhurst) and mobilise staff including Facilities to help in search. (School Office)
• Sound fire alarm for check of full school register. (School Office)
• Circulate child’s photo to each school (on ISAMS).
• Two members of staff to remain in Dunannie office
• Repeat search of school by staff. (Co-ordinated by Head)
• Staff to carry mobile phones and to liaise with school office.
• Remaining children to go to the Library with two members of staff.
• Staff to report back to school office after 10 minutes.
• Telephone parents.
• Inform police about missing child giving details of circumstances and as many details of the child as possible including a photograph, clothing, home address, telephone numbers and email address.

These procedures must be displayed in staff room so all Dunannie Staff are familiar with this routing. Supply staff also need to be familiar with procedures.

**On an Outing and a child is lost**

• Gather children together and take the register
• Do a head count of children and staff/parent helpers
• Alert staff in the building/area being visited to initiate a search
• The class teacher remains with the children in a secure area and the other staff (mobile phones to be carried) and parent helpers if applicable search the building or immediate area.
• Alert the emergency services and the Head
• The Head telephones the parents

Following the Incident

Head to make a report of the incident and relevant authorities informed if required.

ISI to be informed.

Reviewed: Victoria Homewood, Spring 2020
Next review date: Spring 2021

Signed: