

# Dunannie Missing Child Policy

## Including EYFS

Implementation Date	
Date/term of last review	February 2018
Governors Review Date	
Author	The Head of Dunannie
Review body (individual or group)	The Head of Dunannie
Approval Body	The Governors and the Heads
ISI Reference	E9,B6
Next Review Period	Spring 2018

*Tick which category this document refers to:*

ISI requirement to be made available	
ISI requirement to be on website	
Internal staff only	
Internal students only	
Internal staff and students	
Statutory requirement to be made available (non-ISI)	
Statutory requirement to have on website (non-ISI)	

# Dunannie Missing Child Policy

At Dunannie we do our utmost to ensure the safety and wellbeing of every child in our care. The designated Safeguarding lead person for Bedales is Louise Wilson and Sharon Rose at Dunannie. The designated/Child Protection lead person is Sharon Rose at Dunannie. Documents to support the review of this policy are found in Inspecting Safeguarding in Early Years, Education and Skill Setting September 2015.

## 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 from the playground, having checked that all children are present.
- The school secretary is able to access registration details on the SchoolBase computer system.
- If a child has not arrived by 9.15am the school secretary will phone home.
  
- Late arrivals report to the school secretary before joining their classes. (Parents / children need regular reminders of this procedure.) Late arrival information is then added to SchoolBase. Nursery children who arrive late go straight to the Barn and then report to Reception.
  
- 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.
  
- Talking to unfamiliar adults forms part of the PSHE Curriculum and is discussed in Circle Times in an age-appropriate manner.
  
- The school is locked during the day and all visitors must ring the bell to alert the school secretary. 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:-

Search the building:- (use list below)

- School building
  - Behind Staff Room Door
  - Dunhurst Music Department
  - Top Playground and P.E. shed, play hut
  - Nursery, inside and out
  - Reception Garden
  - Orchard, including Potting Shed and Celtic Hut
  - Dunhurst Grounds – Cobb's Field, Play and Conservation areas (Dunhurst staff and facilities to search)
  - Dunhurst Interior
  - Sports Ground – Dunhurst pitches - Pavillion
  - Swimming Pool
- ❖ Check child collection arrangements.
  - ❖ Check with school secretary for knowledge of child's absence.
  - ❖ Inform Head or Senior Teacher
  - ❖ Head / class teacher talk to classmates to ascertain last known whereabouts and circumstances leading to disappearance.
  - ❖ Sound fire alarm for check of full school register. By School Secretary
  - ❖ Find out child's home address. Are they living on site? (School Secretary)
  - ❖ Inform Bedales (Louise Wilson and main switchboard / Dunhurst) and mobilise staff including Facilities to help in search. (School Secretary)
  - ❖ Circulate child's photo to each school (on Schoolbase).
  - ❖ 3 people to remain in office
  - ❖ Repeat search of school staff and (co-ordinated by Head)

- ❖ Staff to carry mobile and/or walkie talkie and liaise with school office.
- ❖ Remaining children to go to the Library with 2 members of staff.
- ❖ 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.
- ❖ Instigate further search
  - By car down Bell Hill
  - By car through Steep, then up Alton Road
  - By foot / bike past sand quarry, across footbridge pedestrian route to Petersfield (Tilmore Road)
  - By foot to Bedales
  - Pond/lake

(Facilities to carry out the above)

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: Jo Webber, February 2018

Signed:

Next review date: February 2019