

## Appendix 1

### Missing Child Plan and Procedure - Information for parents

In the event that a child is missing, either from school or during an off-site visit, we follow the procedures set out in our Missing Child Plan and Procedure. Further information is provided below and a full version of the School's Missing Child Plan and Procedure (including for Boarding pupils) can be provided to parents upon request.

#### On the school site

As soon as a child is deemed to be missing without reason, the School (lead by a member of the Leadership Team (LT)) will:

1. Check:
  - Attendance Register (parents contacted before searches if missing child occurs in first hour of school)
  - Bulletin Board
  - Early sign-out books
  - Music, Tennis and LAMDA Lessons
  - Learning Support Lessons
2. **\*\*Sound MISSING CHILD ALARM\*\***
3. Member of LT (or other member of Staff) (CO-LT) to run Central Operations:
  - CO-LT to open box and review situation/briefed from member of staff who activated alarm
  - Use check-list/search cards/emergency contact numbers
4. Office to print off PUPIL PAGE on MIS for missing child/ren and give to CO-LT, distribute to each Phase and advise Senior School
5. CO-LT to appoint Intelligence Officer to gather information:
  - Where last seen
  - Who saw pupil/s
  - Were they upset?
  - Speak to friends/teachers/siblings
  - State of mind
  - Where do they live?
6. Member of Admin Staff to write each action/events on log sheet
7. CO-LT to organise to briefing for Non-Teaching Staff
8. Issue searches for Senior School and Village area
9. Head of Phase (HOPS) to report to CO-LT about Phase One searches
10. HOPs to send Teaching Staff who are not required to look after children (recommended ratio of staff to remain to supervise children 1:30) to join whole school search
11. Parents to be contacted following Phase 1 & 2 Searches

## 12. CO-LT to consider handing over to POLICE – 999

The Head of Phase will:

1. Locate PHASE Missing Child box. Ensure all pupils line up in Phase>Tutor Group
2. Issue Class List for Registers and check all pupils are present.
3. Inform CO-LT if any pupils off site and where for recall
4. Printed photos issued from CO-LT to be given to HOP for PHASE ONE searches
5. Start PHASE ONE searches IMMEDIATELY located in box
6. Keep pupils either in or out as HOP best judges
7. Move pupils/staff as directed by CO-LT and reassure pupils
8. All staff not needed for looking after pupils to be sent to Dining Hall for further instructions from CO-LT
9. HOP to stay with PHASE until advised by CO-LT

As soon as the child/children deemed to be missing are found the school will:

- Recall all staff
- Provide reassurance to children and staff
- Inform the parents of the child/children that were missing
- Fully debrief

### **Off the school site**

As soon as a child is deemed to be missing, the School will:

- Carry out an immediate head count in order to ensure that all the other children are present
- An adult to search the immediate vicinity
- Contact the venue manager and arrange a search (where relevant)
- Immediately inform the Head of the Prep School and the DSL by mobile phone
- Immediately contact the Police (where relevant)
- The remaining children to be taken back to school as soon as reasonably practicable
- The Head of Prep School to ring the child's parents as soon as reasonably practicable to explain what has happened, and what steps have been set in motion. Ask them to come to the location as soon as possible.
- The Head of the Prep School to inform the Head of the Senior School and the Chair of Governors
- The DSL to inform the local authority (ESCB and LADO)
- The School's insurers to be informed as soon as reasonably practicable
- If the child is injured and is taken directly from the scene of the accident to hospital for treatment a report should be made under RIDDOR to the Health & Safety Executive (HSE) as soon as reasonably practicable and no later than 15 days after the accident.

A full record of all activities taken up the stage at which the child is found should be made for the incident report. The school will review its procedures and, if appropriate, these should be adjusted.

As soon as the child/children deemed to be missing are found the school will:

- 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 Head of the Prep School to speak to the parents to discuss events and give an account of the incident (having discussed this beforehand with the local authority (for example the LADO) if necessary)
- The Head of the Prep School to initiate a full investigation (if appropriate involving any other relevant agencies)
- The School to cooperate fully with any police investigation and any safeguarding investigation by the local authority
- Media queries to be referred to the Head (after discussion with the any other agencies if appropriate)
- The investigation should involve all concerned providing written statements
- The report should be detailed covering: time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, the purpose of the outing, the length of time that the child was missing and how s/he appeared to have gone missing, as well as lessons for the future.
- Consider whether actions need to be taken in line with the School's Safeguarding (Child Protection and Staff Behaviour) Policy where there are concerns about the welfare of the child.