

## Missing Pupil Policy

This policy also applies to EYFS pupils and children in our Nursery Provision

### **Statement of intent**

In the event of a child becoming lost whilst in the care of Bedford Greenacre Independent School, the procedures detailed below will immediately be put into place. These ensure that a systematic approach to finding the child is taken and consideration is given to the levels of risk.

### **Aim**

We will ensure a search is made for the child as soon as possible. Parents and authorities will be notified at the appropriate stage, and a high level of care will be maintained to other children at the school sites whilst procedures are followed.

### **Procedures**

Nursery and Reception children are always accompanied to other areas of the school (although Reception children may access the toilet near their classroom independently). Children in Year 1 and Year 2 are usually accompanied and may be permitted by a member of staff to walk to areas such as the toilets independently. Children in Year 3 and above are permitted to walk to another area of the school such as to a PE or Music lesson. Bedford Greenacre Independent School sites are secure. Consequently, there are a limited number of situations where a child could be lost but in the event of a child going missing from the school the following procedures will be followed:

- The Head of Department/Deputy or Principal should be alerted immediately.
- Enquiries should be made of the relevant members of staff and children if appropriate, as to when the child was last seen and where
- An appointed person or people will immediately carry out a thorough search of all rooms in all buildings, gardens and outside areas
- The remaining children will be gathered into one large group, e.g. for a story to ensure their security and well-being
- Doors and gates will be checked to see if there has been a breach of security whereby a child could wander out.
- If the child cannot be found within fifteen minutes, the parents and the police must be informed
- The search will continue, widening the area until the police arrive
- Staff will ensure the safety of the other children with regards to supervision and security whilst a search is taking place

If a child goes missing from an outing, where parents are not present, the following procedures will be followed:

- As soon as it is noticed that a child is missing, staff on the outing will ask children to stand

with their designated person and carry out a headcount to ensure that no other child has gone astray.

- In an indoor venue, the staff will contact the venue's security who will handle the search and contact the police if the child is not found
- One designated staff member will search the immediate vicinity whilst the other adults will supervise the remaining children
- The Head of Department, Principal/or Deputy will be informed as appropriate, if s/he is not present on the outing
- The Head of Department, Principal/ or Deputy will make his/her way to the venue to aid the search and be the point of contact for the police as well as support staff.
- Staff will take the remaining children back to the school.
- The Head of Department, Principal or Deputy Head will contact the child's parents or carer and report the child missing to the police (within 15 minutes)

#### ***When the Child is found***

- Two members of staff will care for and talk with the child
- When the situation has been resolved the members of staff should review the reasons for it happening and ensure measures are taken to ensure that it does not happen again
- The incident will be recorded

