

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 aswell 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

