



MISSING CHILD POLICY

TABLE OF CONTENTS

MONITORING AND REVIEW	1
AIM.....	1
LEGAL REFERENCES.....	2
RELATED INTERNAL POLICIES.....	2
CHILD MISSING DURING THE SCHOOL DAY	2
CHILD MISSING AT THE START OF THE SCHOOL DAY.....	2
MORNING REGISTRATION PROCEDURE.....	3
SCHOOL TRIPS	3

MONITORING AND REVIEW

Person Responsible	Senior Deputy Head
Reviewed by	SLT
Approved by	SLT
Frequency of Review	Annually
Date of Last Review	September 2020
Date of Next Review	September 2021

The School refers to all staff and students in St Mary's School, which includes the Early Years/Foundations Stage (EYFS), the Preparatory Department (Years 1-6), Senior House (Years 7-11) and the Sixth Form (Years 12-13).

The term 'parent' refers to those who have parental responsibility for a child.



AIM

To ensure that all students are accounted for at all times during the school day.

LEGAL REFERENCES

This policy operates within a wider national policy framework, which includes:

- Keeping Children Safe In Education (2020)

RELATED INTERNAL POLICIES

This policy should be read in conjunction with St Mary's School:

- Safeguarding (Child Protection) Policy
- Health and Safety Policy
- Risk Assessment Policy
- Educational Visits Policy
- Critical Incident Policy

CHILD MISSING DURING THE SCHOOL DAY

Every care is taken to ensure that our students are accounted for at all times. However, in the unlikely event that it is suspected a student has gone missing, the following procedure is followed:

1. Class register is taken by the member of staff in charge at the time
2. If a student is absent the member of staff will immediately alert the office, Senior Deputy Head and the relevant Head of Section in Senior House, or the Head of Prep Department in Prep, usually via an e-mail
3. If available the relevant member of staff, usually Senior Deputy Head in Senior House, or the Head of Prep Department in Prep, or the Head of Section will start a search of the buildings and grounds. If they are unavailable office staff and/or the Nurse should assist. The member staff may enlist others to help if appropriate. The staff involved in the search will quickly confirm that they are doing so, to ensure that it is clear who is participating
4. If the student is found, the relevant staff will be updated
5. If the student is still not found after 10-15mins, the Headmistress should be informed at which point the emergency services and the parent will be contacted

On the arrival of the emergency services, the senior person in charge at the time is responsible for apprising them of all the information in respect of the missing child and what action has been taken.

When the situation has been resolved, relevant members of staff, including the Senior Leadership Team, should review the reasons for it happening and ensure that appropriate measures are put in place to prevent it from happening again. The School Health and Safety committee should be informed and a site assessment should be carried out where necessary.

CHILD MISSING AT THE START OF THE SCHOOL DAY

It is the practice of this school to register all students (including those over and under compulsory school age) twice a day. This is done electronically on the school information management systems 'iSAMS' at the start of the morning and at the end of the afternoon session in both sections of the



school. In addition, all Senior House teaching staff take an electronic register each lesson. The Prep Department staff check that all students are present each lesson.

Morning registers are closed at 8.40am. Any student arriving after 8.40am will be required to sign in at the school office. Students arriving after 9.00am must provide a note from their parents explaining the reason for their lateness unless they are accompanied by a parent at the time who can explain.

MORNING REGISTRATION PROCEDURE

1. Form Tutor completes register – electronic or on paper at the designated time. If there is problem with electronic registration staff inform IT support (CST) and the Assistant Head: Director of ICT
2. Any notes from parents are put into the register folder
3. The morning receptionist checks the registers, any contact from parents and the late book
4. A list of students who are absent without explanation is produced
5. The Morning Receptionist will double check to see if the student has arrived in school. If this is not the case they will start to phone parents from 9.30am. A minimum of two contact numbers are held for every student
6. The Morning Receptionist records the reason for absence
7. If the student is still unaccounted for the Morning Receptionist will continue to call and e-mail, including all emergency contacts, until the absence is accounted for. The Headmistress, Senior Deputy Head and the relevant Head of Section in Senior House or The Head of Prep Department in the Prep Department will be alerted and records double checked
8. If the Morning Receptionist is still unable to make contact with the relevant parent and the student is in Year 6 or above, staff will enquire of her friends to see if they are aware of any reason for the absence without causing alarm. However, this is only to inform further action and cannot be used to authorise the absence
9. If by 10.30am the student remains unaccounted for, the Headmistress and Senior Deputy Head/Head of Prep Department will consider if it is appropriate to make a home visit and/or contact emergency services or social care. If the student is already known to social care, they must be informed

SCHOOL TRIPS

If a student is missing whilst partaking in a school trip the Headmistress and Senior Leadership Team (SLT) contact will be informed and the procedures detailed in the risk assessment will be followed.