

What To Do If a Pupil Goes Missing

All staff who undertake supervisory duties in the School should acquaint themselves with the procedures to be followed should any pupil go missing:

1. All staff should be aware of the whereabouts of each pupil in their care at all times.
2. Should it become clear that a pupil cannot be located, he/she must be sought throughout all areas of the School and the estate, giving priority to areas where the pupil may be most at risk e.g. outside areas, access to the road etc. In the case of a pupil missing on an educational visit the immediate vicinity should be searched. Remember the safety of other pupils with regard to supervision and security and remain calm at all times.
3. Check with all members of staff that the pupil has not been collected by the parent/carer. Where appropriate, careful questioning of other pupils may take place to see if the whereabouts of the missing pupil is known.
4. The Headmaster should be informed immediately thereafter, on 701 in School, mobile 07887 857968 or 01733 551709 at School House. In the event of the Headmaster being unobtainable, the Deputy Headmaster should be informed, on 722 in School, or mobile 07879665424. If neither of the above can be contacted, the lead member of staff should refer to the School's Crisis Management Policy and contact the next available member of staff. All staff are provided with emergency crisis cards detailing contact details of key staff.
5. Once a thorough search has been completed of the estate, including the checking of any available CCTV footage and the pupil remains missing, the senior member of staff on duty should contact the Police Station on 101 and give full details of the missing pupil, emphasising their age and the seriousness of the concern.
6. The Headmaster or Deputy Headmaster will then take over all aspects of the management of the crisis, including informing the pupil's parents, liaising with the Police and any communications with other pupils, parents or the press.
7. When the situation has been resolved members of staff should review the reasons for it happening and undertake a risk assessment to ensure measures are taken to prevent it happening in the future.

Most recent review date: 01/06/17
Next review date: 01/06/18
Reviewed by: Headmaster

Collection of Children

Please also refer to the **Nursery Procedures** for **Collection of Children** in the section below. To ensure the safety of all children and staff the following procedures must be adhered to.

Pupils in the Preparatory School should be collected by a responsible adult as detailed in the policy below, unless specific permission has been granted by the Head of the Preparatory School for Year 6 pupils to make their own way to and from School. Pupils in the Senior School may make their own way to and from School and need not be collected.

At the beginning of each year, parents are asked to complete and return a collection slip, nominating the adults who will be collecting their children on a regular basis. Each child must have at least two authorised collectors.

Parents are also requested to inform the School, in writing if possible, if their child is to be collected by someone other than the adults nominated on the collection slip. Notes in Pupil Planners are acceptable. In exceptional circumstances, verbal arrangements may be made between the parents and a member of staff in School.

All staff should be aware that some children are not allowed to come into contact with members of their own family. In such circumstances a register is kept of each child and the names of those family members with whom that child is forbidden contact. If one of these family members should call at the School, they must not be granted access and an authorized person must deal with the situation, ensuring that no contact is permitted. The child's primary carer must be informed of the incident immediately thereafter.

A child must not be released to an unauthorised person, even if the collection is late, unless an authorised person telephones to state that, because of an emergency, a different person will be collecting. The authorised person should give the name and address and a physical description of the unauthorised person and the member of staff in charge should check this description before permitting the child to leave.

Copies of the collection slips are passed to After-care. The Form Tutor will inform After-care of a change in routine on any particular day.

Uncollected Children

Any child in the School that is not collected at the designated time will be taken to Late Room and then to After-care to await collection in the Preparatory School or Homework Supervision in the Senior School. If the child has still not been collected by 6pm when Aftercare/Homework Supervision finishes, parents will be contacted by the Aftercare/Homework supervisor and if necessary other named adults who have permission to collect the child will also be contacted. If no one is available, the Aftercare/Homework Club supervisor will contact a member of the Senior Leadership Team on the SLT emergency phone. The Aftercare supervisor will remain with the child until a member of SLT arrives.

Similar procedures will be followed for any child not collected in the Nursery. The designated Late-Late practitioner will remain with the child and the Nursery Manger or Deputy Nursery Manager will try to contact the parents and/or named adults. Again if no one is available, a member of the Senior Leadership Team will be contacted via the SLT emergency phone.

If the child remains uncollected the Headmaster will be informed who will consider whether to contact Children's Services regarding the child.

Collecting Children who are ill

If a child falls ill during School or Nursery hours, parents may be contacted and will be asked to ensure that they arrive at the School or Nursery no later than an hour after they have been informed of the child's illness. The School or Nursery will administer prescribed medication if parents complete a medication form and the parents will be asked to sign it when they collect their child.

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Nursery Arrival and Collection Procedures

Parents are welcome to park their cars in the Nursery car park. Cars should be parked with consideration to others who, taking into account that there may be small children in the car park.

Parents should ensure that their child is taken to their respective room, where they will be greeted by a room practitioner and any details regarding the child can be discussed before the parent leaves.

To ensure the safety of all children and staff the following procedures must be adhered to:

Answering the door

The person who answers the door must always check the identification of the caller, i.e. name, reason for call, name of the person whom the caller is here to see, employment card. Before granting a caller access practitioners should always check with an authorised person. Access should never be granted to anyone who is not known. Children are not allowed to answer the door.

Visitors

All visitors must fill in the visitor's book on arrival and wear a name badge.

Authorised collectors

Children should have at least two named adults authorised to collect them. Parents are required to provide the name and relationship of each named adult together with telephone numbers. Parents are also asked to provide a password. Named adults may be required to provide proof of identity to staff. Parents will also be reminded that they should keep the Nursery informed of any changes they wish to make regarding the collection of their child.

Parents will be asked to update the nursery records when they move to the next room. If the parent informs Nursery that a named adult has changed the records will be updated immediately.

Persons prohibited from collecting children

If a different person calls to collect a child, and the parents have not informed the Nursery of this, then the password must be asked. If they are not aware of the password, then the parents' permission must be obtained before handing over the child.

All staff should be aware that some children are not allowed to come into contact with members of their own family. In such circumstances a register is kept of each child, with the names of those family members with whom that child is forbidden contact. If one of these family members should call at the Nursery, they must not be granted access and an authorised person must deal with the situation and ensure that no

contact is permitted. The child's primary carer must be informed of the incident immediately thereafter.

Uncollected children

If a child is not collected at the designated time, the Nursery will contact the parents and if necessary other named adults who have permission to collect the child. If no one is available the Nursery will then contact a member of the Senior Leadership Team for advice via the SLT Emergency Mobile Phone. *(For further information please see the School's policy on uncollected children.)*

Collection of ill children

If a child falls ill during the Nursery hours, parents may be contacted and will be asked to ensure that they arrive at the Nursery no later than an hour after they have been informed of the child's illness. For further information see the Administering Medication Policy.