



Missing Child Policy

Last reviewed: Lent 2024
Next review: Lent 2025

This policy is a Whole-School policy. It is relevant to all academic staff and applies to all pupils from Early Years to Year 8. It should be read in conjunction with the following:

- Staff Handbook
- Health & Safety Policy
- Behaviour Management Policy
- Supervision of Pupils (Day Pupils) Policy
- EYFS Supervision Policy
- Visitors and Visiting Speaker Policy
- Fire Safety Policy
- First Aid Policy
- Educational Visits Policy
- Registration and De-Registration Policy

1 Introduction: Purpose and Aims

The safety of our pupils is our priority whilst they are in our care at Repton Prep. Every care is taken to ensure that all pupils are accounted for at all times and this policy sets out our procedures for dealing with the unlikely event of a pupil going missing. Every adult who works at the School has been trained to appreciate that they have a key responsibility for helping to keep all children safe at all times. The aim of the policy is to provide a clear procedure which is understood and effectively implemented by all staff and enable the missing pupil to be located as quickly as possible, given the appropriate level of safety and security in line with the pupil's age and emotional/behavioural maturity. Staff need to be mindful that a child can go missing at any time of the day.

2 Responsibilities

Staff are responsible for completing Attendance Registers on iSAMS. They must be completed accurately and promptly.

- Registers must be completed twice a day; in the morning on arrival and after lunch
- For Pre-Prep, late arrivals should be dropped off at Pre-Prep directly where they can be registered up until 9.00am. After this, the Form Teacher will register pupils and inform the Office.
- For Prep, late arrivals must report to the Office to be registered (from 8.30am onwards)
- Parents /carers must ensure pupils arriving late report to the Office.
- Peripatetic staff must take a register and inform the School Office of any absences; individual Music and LAMDA lessons are recorded on SOCS.
- If a member of staff takes a group off site, they are responsible for informing parents and school staff. There is an Educational Visits policy which should be referred to before any trip is organised.
- It is the responsibility of parents to ensure they provide correct and updated contact information.
- Parents should contact prephead@repton.org.uk to request any absences other than on the day sickness, in advance.

Prep pupils (Years 5 to 8) who are leaving the site during the school day (for an approved absence such as a school visit or medical appointment) must sign out with the School Office and must not leave school directly, without doing so. Pupils in Years 3 and 4 will sign out with their Form Tutor before they leave, who will inform the School Office on their behalf.

In the Pre-Prep (Nursery to Year 2), any pupils who have an approved absence during the school day should be picked up from the Pre-Prep building and the class teacher and Pre-Prep School Administrator or Deputy Head Pre-Prep must be aware.

3 Prevention

Beginning and end of the school day:

- Registration takes place at the start of the school day and in the afternoon, after lunch break
- All pupils De-register at the end of the school day or when leaving the school site

During playtime:

- Adequate staff are on duty in line with the pupil's age and emotional/behavioural maturity; they use walkie talkies to communicate across the large school site.
- EYFS pupils and staff/pupil ratios take EYFS guidelines into account.
- Staff patrol all areas in the play areas throughout the session.
- Pupils are made aware which areas of the school site are within bounds for pupils.

Educational visits:

- Risk assessments are in place with adequate staff / pupil ratios.
- Permission from parents is obtained for every off-site trip.

After School Clubs and Activities:

- Risk assessments are in place.
- The School Office coordinates all registers for activities and clubs on SOCS.
- Staff leading activities and clubs register pupils at the start using the information on SOCS.
- Staff are on duty to de-register pupils as they leave the school site.

4 Implementation

Any pupils who have not been registered or with an unauthorised absence mark will be identified via iSAMS at 0845 and an email will be sent to staff asking for any information on or sightings of these pupils. At 0900, after allowing for late arrivals to be registered, and email responses, a Resident Graduate Assistant will conduct a physical check for all pupils not registered. In Pre-Prep, staff conduct their own check, supported by the Pre-Prep Administrator.

4.1 The following checks will be made immediately and completed within the first 15 minutes of the pupil being missing:

- Alert the class teacher and/or the Duty Staff in the first instance and then the School Office or Health and Wellbeing Centre as appropriate (by email, phone or in person)
- Check information on iSAMS with the Health and Wellbeing Centre, the School Office, Learning Enhancement, SOCS for weekly individual Music and LAMDA lessons.

- School Office to send out an email to 'All Staff' to ask if anyone knows the whereabouts of the missing child.
- Use free staff to help start a search to check likely locations.
- Absence should be reported to the Head of Year/Deputy Head Pre-Prep and then onto the Head immediately (in their absence, the Senior Deputy Head or a member of SMT should be informed and the Head of Boarding if it is after 6.00pm) who will take control of the situation.

4.2 If the pupil has then not been located the following actions will be taken within the first 30 minutes of the pupil being missing:

- The Head/SMT/Head of Boarding will co-ordinate a search whilst remaining by a phone.
- The fire alarms should be sounded throughout the site in order to flush all pupils out of the School buildings and register those on site.
- If this exercise does not locate the missing child a search of the site will commence. The school buildings and grounds will be split into a number of zones for the purpose of a search. All zones will need to be visited regularly. Walkie talkies from the SMT Office, Small Dining Room, Bursary, Pre-Prep, Health & Wellbeing Centre and Maintenance team should be used if available.
- If at all possible, pupils should not be used in the search, to avoid sensationalising the situation.
- The Head/Head of Boarding may wish to talk to the member of staff who saw the child last and a friend who may know the habits or intentions of the child.
- If a lead is given, the search may extend beyond the zones outlined below.

4.3 If the pupil has then not been located the following actions will be taken within the first 45 minutes (Pre-Prep) or the first 60 minutes (Prep) of the pupil being missing:

- Ring Parents and/or inform Police (a member of SMT will be responsible for this)

The Head, or next most senior member of staff on site will decide at which point the police need to be contacted. The first hour is vital.

Police will require details such as age, address, height, distinguishing features and clothing. If the missing pupil has any special medical or learning needs, then these need to be noted to be disclosed to police or other agencies following permission from the parents. A photograph would be helpful if available.

When the missing pupil is found, the Head or a member of SMT, will contact the child's parents or police as appropriate.

The Local Authority will be notified with details of pupils who fail to attend regularly or have missed 10 consecutive days without permission.

5 Zones to search:

- 1 Main building top floor, boarders' overnight sickbay, houseparents' flats, Health and Wellbeing Centre
- 2 Main building main floor, ground floor and surrounding gardens
- 3 Burdett, kitchens, dining room and boarders' games room.
- 4 Nightingale and girls' changing

- 5 Boys' changing room, swimming pool
- 6 Sports hall and surrounding area
- 7 Pre-Prep, Walled Garden, The Paddock and the area behind Pre-Prep to east
- 8 Quad Block, including Music, Art and D&T
- 9 Tom Davies Building
- 10 Woods
- 11 Lakeside pitches, track, tennis courts, bridge to church, church area
- 12 Top field, Astro

6 In the event of a missing pupil while off school premises:

- The group leader must ensure the safety of remaining pupils with appropriate staffing levels.
- Adults should immediately start searching for the pupil and notify the organisation or centre they are visiting.
- The group leader should contact School and speak with the Head and in her absence, the Senior Deputy Head or a member of SMT.
- If the pupil is not found within 10 minutes, the group leader must contact the police. The group leader should alert School that the police have been contacted so arrangements can be made to notify parents.

7 Review

When a missing pupil has been found, the Head will carry out a full review.

The review of the 'Missing Child' policy is the responsibility of the SMT and will be reviewed according to the school's policy review cycle.