



# Dair House School

## Missing and Uncollected Children Policy



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**Monitoring: Head    Updated: November 2018    Review: August 2019**

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### **Introduction**

This policy is effective from the EYFS to Year 6.

The welfare of all of our children at Dair House School is our paramount responsibility. Every adult who works at the school has been trained to appreciate that he or she has a key responsibility for helping to keep all of the children safe at all times. Our staffing ratios are generous and are deliberately designed to ensure that every child is supervised the whole time that he or she is in our care.

### **Actions to be taken by staff if a child goes missing from the School:**

- If a member of staff is concerned, they should inform the office. The fire bell would be sounded and the fire procedure followed.
- The teachers should take the register to ensure other children are present.
- The other children should be supervised in a calm atmosphere.
- The Head or another member of the SMT should be informed.
- A systematic search of the grounds and buildings should be conducted. Staff should check all spaces, cupboards, toilets/changing rooms, sheds, passageways and the boundary fence.
- The entrance gates should be closed.
- The police should be contacted immediately by the Head.
- Parents should be contacted by the Head.
- It is important to make a note of the circumstances surrounding the disappearance in order to help the police as much as possible with their investigations.
- A full record of all actions taken up to the stage at which the child is found should be made for the incident report. If appropriate, procedures would be adjusted.
- The Chair of Governors should be contacted.

### **Actions to be taken by staff if a child goes missing on a school outing:**

- An immediate head count should be carried out in order to ensure that all the other children are present.
- An adult should search the immediate vicinity.
- The venue manager/staff should be contacted as soon as it is confirmed that a child is missing to organise a full search.
- In liaison with the manager of the venue, the police should be called.
- The Head should be informed by mobile phone.

- The Head should ring the child's parents and explain what has happened, and what steps have been set in motion. The parents should be asked to come to the school at once.
- The remaining children should be taken back to school as calmly as possible.
- A full record of all actions taken up to the stage at which the child is found should be made for the incident report. If appropriate, procedures would be adjusted.
- The Chair of Governors should be contacted.

**Actions to be followed by staff once a child is found:**

- Talk to, take care of and, if necessary, comfort the child.
- Speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing.
- The Head will speak to the parents to discuss events and give an account of the incident.
- The Head will promise a full investigation (if appropriate involving Social Services/ Local Children Safeguarding Board).
- Media queries should be referred to the Head.
- The investigation should involve all concerned providing written statements.
- The report should be detailed covering: time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, [the purpose of the outing], the length of time that the child was missing and how s/he appeared to have gone missing, lessons for the future.

**Actions to be taken when a parent/guardian fails to collect a child:**

- The School will make every effort to contact the parents immediately.
- If parents cannot be contacted the emergency contact numbers will be used.
- If no contact can be made on any of the given numbers and the child is not collected, the Head will be informed.
- It will be the decision of the Head as to what further action is taken and the School staff will offer every assistance as appropriate.
- At all times the child will remain at Dair House, in the care of staff of the school, until a suitably designated adult arrives to collect the child- After School Care until 6.00pm – two members of staff with one from the SMT after this time.
- If no contact has been with parents/guardians/child minders etc by 6.30pm, the School will contact the local police.
- A record should be made of regular late collections and the Designated Safeguarding Lead at the school should be informed.