

Redcliffe Gardens School

# Missing Child Policy

Reviewed: SG May 2022  
Prep School Committee: May 2022

Next review by: July 2023



**This policy applies to the whole school including the EYFS.**

**1. Statement**

- 1.1. At Godolphin and Latymer Redcliffe Gardens School we take our duty of care to all children most seriously. We have rigorous procedures in place to ensure the safety of all children travelling off site, (See Educational Visits Policy available in School office). All pupils travelling off-site wear luminous yellow safety jackets with the name of the school clearly marked on them.
- 1.2. This Missing Child Policy includes the procedure to be followed by the School in the event of a parent failing to collect their child at the appointed time. This policy is kept under regular review and updated to keep pace with changes to all statutory regulations including the EYFS framework.

**2. Prevention**

- 2.1. Every effort is made to ensure the safety of all the pupils whilst they are in the School's care.
- 2.2. 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 follow statutory guidance or above, and are deliberately designed to ensure that every child is supervised the whole time that he or she is in our care.
- 2.3. We ensure that our premises – both inside and outside are safe and secure. We carry out full annual risk assessments and do daily checks of all learning environments.
- 2.4. We ensure that gates and doors into the setting are secure and child-proof. There are keypad entry systems on doors at the Lower School and Upper School to ensure that children cannot leave unsupervised and that visitors cannot enter unnoticed. Notices are displayed to reinforce security and the importance of closing gates where appropriate. Gates that are not in constant use are locked securely.
- 2.5. All children are registered twice a day, at the start of the school day and after lunch. The registers are done on our management information system iSAMS and the school secretary follows up any morning absences by calling parents.
- 2.6. When there is a trip off the school premises it is the responsibility of the staff taking the trip to ensure that a regular register is taken or head count made. This will depend on the nature of the trip, the mode of transport used and the location of the trip.
- 2.7. The children are supervised at all times, whether in the classrooms before school starts, during break time, meal times, PE or Games lessons, or in after-school facilities and clubs. At the end of the school day or after school activities, the children are only allowed to leave the school premises if their parent or an adult approved by their parents has come to collect them.
- 2.8. If there is no adult there at normal pick up time, the child will be supervised by their class teacher. The designated teacher in charge will call the parent/carer to check arrangements. Pupils are not allowed to leave the school premises on their own during the course of the school day. It is the responsibility of the member of staff on duty, whether teaching or supervising play, to ensure that the children remain safe.
- 2.9. Any visitors to the School are recorded arriving and leaving and wear visitors' badges.

### **3. Procedures to be followed by staff when a child is not collected on time:**

- 3.1. If a child is not collected within 15/20 minutes of the agreed collection time, we will call the contact numbers for the parent or carers. If there is no answer, the designated teacher in charge or school secretary will begin to call the emergency numbers for this child. If this occurs at the end of the school day, the child will remain with the member of staff or member of the SLT.
- 3.2. If there is no response from the parents' or carers' contact numbers or the emergency numbers within a 2-hour period or when school is closing, the Head or Deputy Head will contact RBKC Social Services (Duty Line – 020 7361 3013) who will make emergency arrangements for the child and will arrange for a visit to be made to the child's house and will check with the Police. We will make a full written report of the incident. We undertake to look after the child safely throughout the time that he or she remains under our care.

### **4. MISSING CHILD PROCEDURE:**

#### **4.1 Procedure 1 - If a child is noted to be missing from the School premises:**

- One member of staff should call the register to check and establish which child is missing.
- Check with the SLT immediately to see whether the child has another commitment – e.g. external appointment etc. and inform the teacher.
- All available staff will check grounds and rooms to ensure the child has not hidden. This search should take no longer than 10 minutes.
- The SLT will contact the police, the parents and the Head unless there are reasons connected with the child's welfare which indicate that this should not be done).
- This phone call should occur no more than 10 minutes after the child's absence was first noted.
- A written record of the incident and any action taken should be made as soon after the incident as practicable and placed in the pupil's confidential record.

#### **4.2 Procedure 2 - If a child is noted to be missing whilst off the School premises:**

- One member of staff should call the offsite register to check and establish which child is missing.
- All available staff will check the local area to ensure the child has not hidden. This search should take no longer than 10 minutes.
- The teacher in charge will contact the police, the parents and the SLT.
- This phone call should occur no more than 10 minutes after the child's absence was first noted.
- A written record of the incident and any action taken should be made as soon after the incident as practicable and placed in the pupil's confidential record.