

MISSING CHILD POLICY

This is a whole College policy, including EYFS and the boarding community.

INTRODUCTION

The welfare of all of our children at Scarborough College is our paramount responsibility. Every adult who works at the schools 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.

Please see Supervision of Pupils Policy (Staff Handbook) for:

- The arrangements for the beginning and end of the school day.
- The supervision of the children while they are in school.
- The arrangements for registering the children in both morning and afternoon.
- The supervision of the playground.

We take a register at the start of the day and in every lesson within the senior school and at the start of the morning and afternoon in the Prep School to account for children, and when we are on trips we take regular head counts, and have assessed risks.

RELEASE OF CHILDREN FROM EYFS

EYFS children must only be released into the care of people whose names have been previously given to the setting. These known people are on a list under 'Out of School Care' in the pre-school office. Passwords for emergency collection are on registration forms, and staff know where to look for them.

ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING FROM THE SCHOOL

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child was found to be missing, we would carry out the following actions:

- Take a register in order to ensure that all the other children were present.
- Check with the school office for any further information which may have arisen as the result of a recent phone call to explain the absence.
- Ask relevant adults and children calmly if they can tell us when they last remember seeing the child, and where they might be.
- Occupy all of the other children in their classroom(s), e.g. by reading to them.
- At the same time, arrange for one or more adults to search everywhere within the Senior School, Prep and Pre-school, both inside and out, carefully checking all spaces, cupboards, washrooms where a small child might hide.
- Inform as appropriate: the Headmaster of the College, Deputy Head, Head of the Prep, Assistant Head of the Prep or Head of the Pre-school.
- An incident report should be opened and a time recorded.
- A base will be made in the Deputy Head's office/Head of Prep's office from which the search will be coordinated, and a wider search made, which will include the assistance of the grounds and maintenance staff via the two way radios.

Should the child not be located:

- The School Secretary or the DSL will extract personal files on the child, and a recent photograph, if available. They will then contact parents and police and the Local Safeguarding Children Board to inform them of the situation. This action should occur if the child has not been located within 45 minutes of the concern raised.
- The school will cooperate fully with any investigations.
- The Headmaster will inform the Chair of Governors (and Ofsted in the case of a pupil from the foundation stage).

ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING ON AN OUTING

- An immediate head count would be carried out in order to ensure that all the other children were present.
- An adult would search the immediate vicinity.
- Contact the venue manager and arrange a search.
- The remaining children would be taken back to school.
- On every trip there will be a nominated College contact who has access to all files and contact numbers – usually one of the school secretaries or the Deputy Head.
- Inform the Headmaster/Head of Prep or, if unavailable, Designated Safeguarding Lead by mobile phone.
- The Headmaster of the College/Head of Prep/DSL will ring the child's parents and explain what has happened, and what steps have been set in motion and ask them to come to the venue or the school at once.
- Contact the Headmaster if this has not already taken place.
- Contact the Police.
- The DSL would inform the Local Children Safeguarding Board.
- The school would co-operate fully with any Police investigation and any safeguarding investigation by Social Care.
- Inform the Chairman of Governors.
- Ofsted would be informed if the pupil is part of the Foundation Stage.

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

BOARDING PROTOCOLS

Arrival / departure of pupils

Ensure that travel details for pupils returning to school are collected at least ten days prior to resumption. Verify the identity of pupil and confirm with the Senior Deputy Head of the safe arrival of all pupils expected back. Ensure a pupil's return is confirmed with parents / guardians.

Ensure that travel details for pupils returning home are collected at least ten days prior to departure. These arrangements **MUST** be confirmed with parents / guardians / agents (when specifically designated to act on before of parents). Where appropriate, verify the identity of any person collecting a pupil and they match agreed arrangements. Notify parents / guardians of safe departure.

Each day in the boarding house there is a check on pupils when they wake up and, again, at roll call at 6.45pm. There is also a final check before lights out. In addition, for all breakfast and supper meals in school, staff on duty register the boarders.

ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING FROM THE BOARDING HOUSE

- check with other pupils to see if location is known: if not found
- check with other House staff (HoM / Asst HoM / Academic Visiting tutor if location is known: if not found
- notify the Senior Deputy Head or a member of the SMT who will organise and in assist in a search: if not found
- notify police and await guidance
- notify parents / guardians.

After a night-time fire drill, house staff must verify that all pupils are back in their rooms and that the house is secure.

ACTIONS TO BE FOLLOWED BY STAFF ONCE THE 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 Headmaster/Head of Prep/Deputy Head will speak to the parents to discuss events and give an account of the incident.
- The Headmaster/Head of Prep/Deputy Head will provide a full investigation (if appropriate involving Social Services/Local Children Safeguarding Board).
- Media queries should be referred to the Headmaster or the Head of Prep.
- 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 length of time that the child was missing and how s/he appeared to have gone missing, lessons for the future.

PROTOCOL IF A CHILD IS NOT COLLECTED FROM SCHOOL

All children should be collected from school by 6.00 p.m. If a child remains in school following 6.00 p.m. without explanation, the following actions should be taken:

- 6.10 p.m. Try to contact parents by phone/mobile phone. If no answer, contact nominated emergency contact number (all numbers in School Office). Senior School pupils escorted into supper and placed with duty member of staff.
- 6.20 p.m. Contact Senior Deputy Head on 07487 828403 or Prep Assistant Head on 07846 407394 or 01723 375528. If unavailable, contact Head of Prep or Headmaster on 07943 891846.
- 6.30 p.m. Pre-school children are kept at the pre-school by teaching staff and the Assistant Head of Prep.
Boys are taken from supper by duty member of staff to Crews or Weaponness Boarding House. Girls are taken from supper by duty member of staff to Weaponness or Willersley Boarding House. A note is left in the entrance to direct parents.

Child remains in Boarding House with staff on duty.

Guidance taken from the Police.

If parents cannot be contacted, then Social Services can be informed. Headmaster, Head of Prep or Senior Deputy Head will inform Chairman of Governors.

Policy Prepared by:

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Headmaster

Person Responsible for Updates	Date Last Reviewed	Next Review Due
Tim Cashell	August 2022	January 2024