

POLICY - EARLY YEARS FOUNDATION STAGE MISSING CHILD

Policy owner	Head of Pre-Prep (Mrs R Barton)
Policy last reviewed	November 2022
Policy next review date	November 2023
Policy audience	Staff

The safety of girls at Norwich High Prep School and Nursery is our paramount responsibility. Every adult who works at the school appreciates that they have a key responsibility for helping to keep all of the children safe at all times.

Aim

The aim of this policy is to ensure that the School has measures in place to ensure pupil absence is identified swiftly and that all members of staff know the procedure to follow if a pupil is missing.

Registration:

The Nursery Manager and Reception teacher take a morning and afternoon registration and staff routinely headcount girls throughout the day. Registration and absence of girls is monitored closely by our school receptionist, Mrs A Howard. Girls are aware that they must ask permission of the adult before leaving the classroom for any reason.

Procedure in the event of a missing child:

If a girl is reported missing, all staff members will remain calm and follow the procedures below.

- An immediate register will be taken in class and if the child is confirmed missing, then the Head of Pre-Prep will be informed or in their absence another member of PLT/SLT.
- A member of staff who has noticed the missing child will check with other members of staff in the class and the missing girl's friends who may have some information.
- Staff will ensure that all other pupils are kept safe and closely supervised throughout the incident.
- The Head of Pre-Prep or members of PLT/ SLT will check with the form teacher, teaching assistants, learning support assistants, music teaching staff and inform other teaching staff.
- The Head of Pre-Prep or members of PLT/SLT will deploy available staff to conduct a thorough search of the premises (See appendix) and immediate vicinity. Normally, the search will involve the School Nurse, support staff, and members of Senior Leadership Team. The areas to check will be divided between the searchers and will have a weighting according to the search inside and outside thoroughly depending on where the girl went missing. (see appendix)

- The search will usually start in the EYFS areas and include carefully checking all spaces, cupboards, washrooms where a small child might hide. (See appendix for the vicinity)
- Doors and gates will be checked for signs of entry/exit.
- The premises team will make a thorough check of the grounds and outside store rooms.
- If the child's home is within walking distance, a member of staff would set out on foot to attempt to find her.
- If the missing girl cannot be found within an appropriate time frame of 5 minutes or less, the head, parents or anyone next in line will be contacted.
- The police will next be contacted if the child is still missing.
- At this point school will support the police who will now lead the response to this incident. The Head of Pre-Prep or other members of PLT will liaise with emergency services and parents/carers.
- Staff will call registers in all classes to confirm the presence of other pupils.
- The DSL would inform the Local Safeguarding Children Board and GDST head office.
- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Services.

When the child is found or the incident is otherwise resolved:

Once the missing girl has been found, the Head of the Prep School and parents will be informed. An inquiry will be carried out by the Head of Prep and SLT will revise any policies and procedures as required to prevent similar incidents occurring. Records of incidents will be filed securely.

Pupil Missing on an Educational Visit:

See also the Educational Visits Policy document.

1. An immediate head count will be carried out.
2. An adult, not the Visit Leader, will initiate the search.
3. Where possible, two adults, one being a GDST employee, will remain with the girls in a designated place or on the coach, while other staff and adults carry out the search.
4. If the child is not found within an appropriate time frame depending on context (very brief for younger pupils; no more than 30 minutes for older pupils), the Visit Leader must contact police.
5. The Visit Leader should alert school (normally the EVC or designated PLT/SLT contact) that the police have been contacted and school will make arrangements to notify parents, after which procedures above to be followed.

Appendix

Places to check for missing EYFS girls: (in order)	Checked by
<u>Early Years Hub</u>	
Nursery Classroom	
EYFS Toilets/Cloakroom	
Outside cloakroom area/pegs on decking	
Shared space	
Reception Classroom	
Early Years outdoor play area	
<u>Stafford House/Prep School</u>	
Kind and UI cloakrooms and toilets on upper and lower corridors	
Medical room	
Library	
Pastoral room	
SH Hall	
Empty classrooms	
Pre-Prep classrooms	
STEM Lab	
Food Tech Room	
Art rooms and Music room	
Playground/woods and grounds further afield – eg Dingly Dell	
<u>Grounds</u>	
Pitches and courts around school	
'Dingly Dell' and Waterboard	
Stafford House Playground	
Polytunnel and Guinea Pig area	
Christchurch Entrance	
Albemarle Entrance	
Front Drive and path leading off into 'woodland'	
Outdoor Theatre	
Forest School area	
<u>Medical Centre</u>	
<u>Lanchester House</u>	
Common Room	
Downstairs Toilets and cloakroom	
Upstairs Toilets and cloakroom	
Careers area	
Directors of Sixth Form Offices	
Head girls area	
Empty rooms	

<u>Churchman Centre</u>	
Upper Three cloakroom and toilets	
Sports Hall Balcony	
Disabled toilets x 2.	
Changing rooms, toilets and showers x 2	
Sports Hall	
Empty rooms	
<u>Eaton Grove</u>	
Library	
Front Entrance Hall	
ICT Rooms (B1, B16 and Hub)	
Hall and Dining Room	
C5	
Toilets	
Empty classrooms	
<u>Music School</u>	
Staffroom and Director of Music's Office	
Practice Rooms	
Toilets	