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# G D S T

## POLICY - MISSING CHILD

<b>Policy owner</b>	Health and Safety Co-ordinator (Mr Mak Singh) Head of Prep (Mrs Susan Roberts) Head of Pre-Prep (Mrs R Barton) Deputy Head Pastoral and Co-curriculum (Mrs Helen Dolding)
<b>Policy last reviewed</b>	October 2022
<b>Policy next review date</b>	October 2023
<b>Policy audience</b>	Staff and parents

The safety of girls at Norwich High School 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.

### Identification of Missing Pupils

#### Registration

##### Early Years

The Nursery Manager and Reception teacher complete a morning and afternoon register on SIMS. Registration and absence of girls is monitored closely by the Prep School Receptionist. Any unexplained absence is normally followed up by the Prep School Receptionist at this point by checking with the Form Teacher and then ringing the parents.

Pupils in Early Years are accounted for regularly by the Early Years staff throughout the day, usually after every transition between rooms and outside areas. Girls are aware that they must ask permission of the adult before leaving the classroom for any reason.

## Prep School

Form teachers complete morning and afternoon registration on SIMS. The absence list is sent round to all Prep staff by email as soon as the registers are complete in the morning. Any unexplained absence is normally followed up by the Prep School Receptionist at this point by checking with the Form Teacher and then ringing the parents.

Form Teachers in Years 3-6 fill in After School Arrangements forms on Google Drive and Form Teachers in Nurs to Year 2 have regular parental communication about after school arrangements. Registers are taken when girls join and leave before and after school care.

If a pupil is unwell or injured she will seek out an adult who will deal with the first aid and keep the form teacher informed. If a pupil is collected by a music teacher or leaves school early with a parent for another reason, she will be signed out by an adult.

## Senior School

Form tutors complete morning registration on SIMS and subject teachers take a register at the beginning of each lesson. Period 5 registration is used as the PM registration for DfE purposes.

If a child appears to be missing without a valid reason then the teacher should investigate immediately. Absence from a lesson should be checked against the absence list maintained by the administrative staff on SIMS and information on pupil absence for trips and fixtures published on the Staff Room Noticeboard.

If a pupil is unwell or injured she visits a first aider in company of another pupil in order that the companion may report back. It is therefore likely that a girl who is missing would be noticed as such within a relatively short period of time.

## 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.

<b>Prep School including EYFS</b>	<b>Senior School</b>
The member of staff who has noticed the missing child will firstly check with her Form Teacher who may be aware of a change of arrangements. They will then inform the Reception desk who will advise the Head of Prep, or in her absence, a member of the PLT.	The member of staff who has noticed the missing child will firstly check with her friends who may have some information and send a pupil or call Reception. Reception will advise the Deputy Head Pastoral or in her absence, a member of the SLT.
The Head of Prep School/member of PLT will check with other Prep teaching staff and talk to the pupil's friends who may have some information. Music timetables and the signing out book will also be checked.	SLT to inform the ICT manager to locate the girl's iPad and check its location. The Deputy Head Pastoral/member of SLT will check with section head, or form tutor, administration, learning support and music staff and inform teaching staff.

The Head of Prep School / member of PLT will deploy available staff to conduct a thorough search of the premises (See appendix) and immediate vicinity. The areas to check will be divided between the searchers and will have a weighting according to the age of the girl. If appropriate the member of PLT will inform the ICT manager to electronically check the location of the girl's iPad.	The Deputy Head/ member of SLT will deploy available staff to conduct a thorough search of the premises (See appendix) and immediate vicinity. Normally, the search will involve the Attendance Officer, School Nurse, support staff, and members of Senior Leadership Team and/or Heads of Year. The areas to check will be divided between the searchers and will have a weighting according to the age of the girl.
The Premises team will make a thorough check of the grounds and outside store rooms.	The Premises team will make a thorough check of the grounds and outside store rooms.
If the missing girl cannot be found within an appropriate time frame (very brief for younger pupils; no more than 30 minutes for older pupils), the parents will be contacted. As a final recourse, the police will be contacted.	If the missing girl cannot be found within an appropriate timeframe (very brief for younger pupils; no more than 30 minutes for older pupils), the parents or anyone next in line will be contacted. As a final recourse, the police will be contacted.

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

Once the missing girl has been found, the Head and parents will be informed. An inquiry will be carried out by the Deputy Head Pastoral or Head of Prep and SLT will revise any policies and procedures as required to prevent a similar incident occurring. Incidents will be recorded on CPOMS.

### Pupil Missing on an Educational Visit

See also the Educational Visits Policy document.

1. An immediate head count will be carried out. In the Prep School a fire numbers line will be carried out to ensure missing pupil is correctly identified.
2. An adult, not the trip 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 timeframe depending on context (very brief for younger pupils; no more than 30 minutes for older pupils), the Visit Leader must contact police.
5. Visit leader should alert the school (normally the EVC or designated SLT contact) that the police have been contacted and the school will make arrangements to notify parents, after which procedures above will be followed.

Places to check for missing girls	Checked by
<b>Eaton Grove</b>	
Library	
Front Entrance Hall	
ICT Rooms (B1, B16 and Hub)	

C5	
Toilets (2 x A floor and C floor)	
Empty classrooms	
Fire escape route & roof off C corridor	
Cellar & boiler room	
<b><u>Medical Centre</u></b>	
Plus all storage areas	
<b><u>Churchman Centre</u></b>	
UV cloakroom and toilets	
Sports Hall Balcony	
Disabled toilets x 2.	
Changing rooms, toilets and showers x 2.	
Sports Hall	
Empty rooms	
Common room	
<b><u>Lanchester House</u></b>	
Common Room	
Downstairs Toilets and cloakroom	
Upstairs Toilets and cloakroom	
Careers area	
Directors of Sixth Form Offices	
Head girls area	
Empty rooms	
Fire escape from common room	
<b><u>Music School</u></b>	
Staffroom and Director of Music's Office	
Practice Rooms	
Toilets	
<b><u>Grounds</u></b>	
Pitches and courts around school	
'Dingly Dell' and Pond	
Stafford House Playground	
Christchurch Entrance	
Front Drive and path leading off into 'woodland'	
Outdoor Theatre and Forest School	
<b><u>Stafford House</u></b>	
Albemarle Entrance	
Cloakrooms and toilets on upper and lower corridors	
Medical room	
Library	
Pastoral room	
Classrooms	

Early Years Hub and outdoor area	
Music Room	
STEM Lab and Food Tech room	
Art rooms	
Playground/Polytunnel/Guinea Pig area	
Staff room/kitchen	
Adult toilets	
Inner courtyard and cellars	
SH Hall	