



TERRA NOVA  
SCHOOL

## **MISSING CHILD PROCEDURE (including EYFS)**

It is recognised that Terra Nova has a duty of care towards all children and a structure is put in place to meet their needs. Terra Nova is fortunate in that absconding from the site is difficult and pupils on the main road outside the School would be readily identified.

### **General Procedures to monitor the children**

- All Pupils are formally registered twice a day;
- Pupils **must** be present at Registration;
- A section of the Register records the day intention of each child to include collection time for those going home and those boarding;
- The inner door to the Entrance Hall is kept closed throughout the day and gates from the main drive to the academic area secured;
- Active supervision should take place whilst children are outside in free activity situations by Duty Staff;
- Signing Out Lists are produced by the School Office;
- A member of Staff is on Signing Out Duty to sign out the children going home;
- Parents should collect from the door of the buildings or arch way area and children should be signed out on the signing out boards;
- Staff will check attendance at Tea;
- An attendance check is carried out when the boarders go up to bed and a Fire Register is produced for Overnight.

### **Actions to be Followed If a Child Goes Missing From The School (including EYFS)**

If a child goes missing during the normal school day then the following steps should be taken:

- Take a register in order to ensure that all the other children in the group are present;
- Inform members of the SLT;
- Ask all of the adults and children calmly if they can tell us when they last remember seeing the child;
- Occupy all of the other children in their classroom(s);
- At the same time, arrange for one or more adults to search everywhere within the building, both inside and out, carefully checking all spaces, cupboards, washrooms where a small child might hide;
- Check the doors, gates for signs of entry/exit .

## **IN YEARS 1-8**

If the child is still missing, the following steps should be taken:

- Inform the Headmaster and the Designated Safeguarding Lead;
- If the child is not found the Fire Alarm is sounded and a full Roll Call taken;
- The Headmaster would arrange for staff to search the rest of the school premises and grounds;
- The Headmaster would ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the school at once;
- The Designated Safeguarding Lead would notify the Police;
- The Designated Safeguarding Lead would inform the Local Safeguarding Children Board (LSCB);
- The school would co-operate fully with any Police investigation and any safeguarding investigation by LSCB;
- The Headmaster will inform the Chairman of Governors;
- The Insurers would be informed by the Bursar;
- In any cases with media attention staff will not speak to any media representatives;
- Post incident risk assessments will be conducted following any incident.

## **IN EYFS**

If the child is still missing, the following steps would be taken:

- Inform the Headmaster and the Designated Safeguarding Lead;
- The Head of EYFS/Nursery manager will call the police and follow police guidance;
- The parents of the missing child will be contacted;
- A second search of the area will then be carried out;
- During this period, available staff will be continually searching for the missing child while other staff maintain as near to normal routine as possible for the rest of the children in the Nursery or reception environment;
- The Head of EYFS/Nursery manager will meet the police and parents;
- Incidents will be recorded in writing as soon as possible;
- ISI will be contacted and informed of any incidents;
- The Headmaster will inform the Chairman of Governors;
- The Insurers would be informed by the Bursar;
- In any cases with media attention staff will not speak to any media representatives;
- Post incident risk assessments will be conducted following any incident.

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.

## **HIGH RISK AREAS**

Three areas are identified as being High Risk:

- Boarding
- Suprnovas
- School Trips

## **BOARDING**

The following **must** be adhered to all by all staff with responsibility for children boarding:

- All Staff to be instructed in the Policy by the Head of Boarding
- All staff are to be made aware of general school guidelines published in the Staff Handbook

### **In the event that a child is identified as missing:**

- All children should be brought into the Dining Hall where the Boarding members of staff should ask questions of the children in a calm but assertive manner.
- A search should begin of the immediate building space by the adults.
- If, following the initial search, the child is not located within ten minutes, the Head of Boarding or in their absence the most senior member of staff present, should then be informed immediately that a child is missing and a further search of the buildings and grounds carried out using all contactable resident staff and any other adults at school.
- If the child is not found the Fire Alarm is sounded and a full Roll Call taken.
- If the child is still not accounted for, the Head of Boarding will contact the Headmaster and then the parents will be informed to advise them of the situation and of the steps the School is taking to find their child. The police will be notified by either the Head of Boarding, Headmaster or the most senior member of staff present.
- The Headmaster will inform the Chairman of Governors and will prepare a press statement if required.

In the event that a pupil is believed to be missing during an off-site trip, again the first effort will be to determine if he/she is truly missing. If it is deemed that a pupil is missing, several staff members will be designated as a search team and will look for the pupil while the remaining staff members continue to chaperone the group.

The Head of Boarding (or the Headmaster or Deputy Head) should be contacted immediately and the Crisis Management Procedure activated.

Any necessary internal or external communications will follow the standard communication protocols, at the direction of the Headmaster (or his Deputy) or, if convened, the CMT.

## **SUPER NOVAS**

The following **must** be adhered to by all staff with responsibility for children in the after school care facility of Super Novas.

- All Staff to be instructed in the policy by the Bursar
- All staff are to be made aware of general school guidelines published in the
- Staff Handbook

### **General Procedures in Supernovas**

- At the beginning of the session the Attendance Register is checked against those children present in Supernovas. This list must be checked by **two** members of staff.
- The outside door is to be checked to ensure that the building is secure
- No child is to be permitted to leave the building without an adult in attendance
- No child is to be released from Supernovas unless to a known adult.
- An attendance check should be carried out at 5:00pm and again at 6:00pm.

### **In the event that a child is identified as missing:**

- All children should be brought into the central area where the Team Leader responsible for Supernovas should ask questions of the children in a calm but assertive manner.
- A search should begin of the immediate building space by the adults. Children should not be used for this search. It should be remembered that children enjoy 'hide & seek' and are capable of placing themselves in very small spaces thus no cupboard or potential hiding place should be ignored.
- If, following this first search, the child cannot be found then the Headmaster, or in his absence the most senior member of staff present, should be informed immediately that a child is missing and a thorough search of the buildings and grounds carried out by any adult still on site at the time.
- If the child is still not accounted for, the parents will be informed and the police notified by the Headmaster or the most senior member of staff present.
- The Headmaster will inform the Chairman of Governors and will prepare a press statement if required

## **SCHOOL TRIPS**

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
- Adults would search the immediate vicinity
- The remaining children would be taken to a central location/school

- Contact the Police
- Inform the Headmaster and the Designated Safeguarding Lead by mobile phone
- Ask the Headmaster to ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the venue/ the school at once
- The Designated Safeguarding Lead would inform the Local Safeguarding Children Board
- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care
- The Headmaster will inform the Chairman of Governors
- The Insurers would be informed by the Bursar

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.