

**Nurture ~ Believe ~ Discover ~ Achieve**

At SCS we aim to enable our learners to have success for today and to be prepared for tomorrow.

نحن في مدرسة الصفا كوميونيتي نسعى الى تأهيل طلابنا للنجاح اليوم وتحضيرهم  
لمواجهة المستقبل

## *Missing Child Policy*

2024-2026

## Missing Child Policy 2024 - 2026

### Safa Community School

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## **1.0 Introduction**

The welfare of all of our children at Safa Community School is our paramount responsibility. 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 are generous and are deliberately designed to ensure that every child is supervised the whole time that he or she is in our care, whilst providing freedom and opportunity for recreation on the School campus.

Staff will know the whereabouts of students in their charge (or know how to find their whereabouts) at all times.

## **2.0 Missing Children**

It should be noted that a missing child could potentially be at risk of abuse or neglect. We are alert to that possibility and will notify all relevant authorities if it is deemed necessary.

### **2.1 Early Years Foundation Stage**

Early Years Foundation Stage (EYFS) children at Safa Community School refer to children from 3 to 5 years of age in our Foundation Stage 1 and 2 classes. Safa Community School EYFS is included in the Missing Child Policy and Procedures with the whole School. Procedures include those for missing children, children not collected on time and a wandering child.

### **2.2 Whole School**

The indoors and outdoors premises are safe and secure. The outside play areas are fenced in and the children are supervised at all times. The staff have relevant qualifications and are present in adequate numbers for safe supervision and more staff are available nearby. The department produces risk assessments for playtime and these are revised annually or more often if necessary. (See Appendix A and B) Duty staff have appropriate induction on supervision and also talk to the children to remind them of our playtime rules.

No one unauthorised must be able to enter the Foundation Stage premises and steps are taken to prevent intruders entering the premises. There are security systems in place such as keypads on external doors and there are signing in/out procedures and name badges for visitors. Any staff, parent or child arriving and departing outside the usual times is recorded in a separate signing in/out book.

Parents have additional information regarding security in the Handbook for Parents. The children are only released into the care of individuals named by the parents. Except where there is reasonable excuse, written permission from parents is requested where children are to be picked up by another adult and they must use a safe word on doing which is agreed by the parents with the class teacher.

Children do not leave the premises unsupervised, for example music and gym staff, collect from and return children to their teacher when giving individual lessons. In the event that a child is missing, EYFS staff follow the guidance given in the whole school Missing Child Policy, see 'actions to be followed by staff' both at school and on an outing (as appropriate). For children not collected on time and for a wandering child, see the procedures stated in the whole school policy.

In addition to whole school Inset training and Foundation meetings, the EYFS staff have separate meetings to review, monitor and evaluate EY practices and the findings inform the department Self Evaluation Form (SEF) and action planning.

The enhanced supervisory arrangements for outings involving our youngest children are set out in our School Trips Policy, which is available to parents on request from the School office. We review these policies regularly (at least once a year) in order to satisfy ourselves that they are robust and effective. All new staff receive a thorough induction into the importance of effective supervision of very young children.

### **3.0 Actions to be followed by Staff if a Child Goes Missing**

#### **3.1 Actions to be Followed by Staff if a Child Goes Missing within 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 (with a record kept of each action):

- Inform the Security team, Principal, Head of Primary, or Head of Foundation Stage, Head of Pastoral and other members of SMT on site.
- Check the register in order to ensure that all the other children were present.
- Check the pupil records of the missing child for any relevant details that might have a bearing on the situation (e.g. any court orders in place against either parent, the medical condition of the child etc)
- Ask adults (including form teacher, recent teacher, Music Department and Sports Department).
- Ask the children in the missing child's class, calmly, if they can tell us when they last remember seeing the child and whether the child was happy or unhappy.
- Occupy all of the other children in their classroom as normal.
- At the same time, arrange for as many staff as possible to carry out a thorough search, both inside and out, carefully checking all spaces, including cupboards and washrooms where a child might hide. Changing rooms should be checked and staff should be sent into the grounds. The grounds staff should be asked to assist.
- Ensure that searchers are equipped with mobile phones or walkie-talkies.
- Note the names of those involved in the search.
- A phone call may be made to the pupil's parents (or guardian), explaining what has happened, and describing the steps that have been set in motion and inviting them to come to the School at once.
- A fire drill might be held to ensure that he/she is not on the site.

If the child is still missing after half an hour, the following steps would be taken:

- The Principal, Headteacher or Head of Foundation Stage will ring the child's parents and explain what has happened, and what steps have been set in motion. They may ask them to come to the School at once, or delay until further information has come to light.
- The Principal/ Headteacher / Child Protection Officer will notify the Police and take advice.
- The Principal will arrange for staff to further search the rest of the School premises and grounds.
- The School would cooperate fully with any Police investigation and any safeguarding Investigation.

If the child remains missing, the School would inform:

- The Chairman of Governors

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

### **3.2 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.
- One adult would retrace steps to the last place where the child was seen, the remaining children staying in one place with the other staff.
- If the child was not located, the remaining children would be taken back to school, or arrangements would be made with the School.
- Inform the Principal / Headteacher / Head of Foundation Stage and the CPO by mobile phone.
- Ask the Principal / Headteacher / Head of Foundation Stage to ring the child's parents and explain what has happened, and what steps have been set in motion. Discuss with them whether they should come to the location or wait at the School.
- Contact the venue Manager and arrange a search if in a building or on a site such as a garden.
- The CPO would inform the Police.
- The School would cooperate fully with any Police investigation and any safeguarding Investigation.

If the child was not quickly found the School would inform:

- The Chairman of Governors

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.

### **3.3 Actions to be followed by Staff once the Child is Found**

- The Principal / Headteacher / Head of Foundation Stage will contact the parents and any emergency services involved.
- Talk to, take care of and, if necessary, comfort the child. Counselling may be necessary and it may be best for the child to remain in the dispensary or to go home.
- Speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing.
- Inform all staff involved in the search that the child has been found.
- The Principal / Headteacher / Head of Foundation Stage will speak to the parents to discuss events and give an account of the incident
- The Principal will promise a full investigation (if appropriate involving Social Services/Local Children Safeguarding Board).
- Media queries should be referred to the Headmaster (see Crisis Management Procedures).
- 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 appears to have happened, [the purpose of the outing], the length of time that the child was missing and how s/he appears to have gone missing, lessons for the future.

## **4.0 PROCEDURES TO BE FOLLOWED BY STAFF:**

### **4.1 WHEN A CHILD IS NOT COLLECTED ON TIME**

If a child is not collected within half an hour of the agreed collection time, we will call the contact numbers for the parent or carers. If there is no answer, the School office or member of staff will begin to call the emergency numbers for this child. During this time, the child will be safely looked after.

If there is no response from the parents' or carers' contact numbers or the emergency numbers within a 3 hour period, or when the School is closing (for example at an exeat or for a holiday), the Principal / Headteacher will:

- make emergency arrangements for the child (either staying at school, if the School is open or arranging for other care, perhaps with friends) and
- check with the Police in order that they may visit the child's house. We will make a full written report of the incident.

## **4.2 WHEN FINDING A CHILD UNSUPERVISED IN SCHOOL – ‘WANDERING CHILD’**

On discovering a child wandering around the School premises without supervision or in suspicious circumstances:

- ASK where they are going/where they are supposed to be.
- ACCOMPANY the child to the care of a responsible adult. It is not advisable to send them to another unsupervised place such as the Library unless you are to join them directly. The Front Office or Head’s PA are generally the most suitable places, as checks may be made by phone on where the child should be.

No child must be able to leave the EYFS area unsupervised. EYFS children should always be under supervision of a member of staff when moving around the School site. Any Pre- Prep child found wandering should be accompanied back to Pre-Prep and the incident reported to the Head of Pre-Prep. The Head of Pre-Prep and the child’s class teacher will discuss the incident and decide if further action is required.

### **5.0 Monitoring and Evaluating:**

The school has a committee, board, senior leadership team and designated Child Protection team who regularly monitor the Child Protection in their areas of responsibility. All concerns are reported via the appropriate procedures.

**Next Review Date: April 2026**

*References:*

- [Keeping Children safe in Education 2024](#)
- [Early Years Foundation Stage Statutory Framework 2024](#)

### **Appendix A**

[Primary Break Times Risk Assessment](#)

### **Appendix B**

[Foundation Stage Risk Assessment](#)