

## **EYFS – Missing Child Procedure**

To be reviewed: as required

### **SAFEGUARDING: MISSING CHILD PROCEDURE**

The Welfare of all of our children at Thorpe Hesley Primary 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. Even when all precautions are properly observed, Emergencies can still arise. Therefore members of staff will undertake periodic head counts, especially at the transition points between sessions.

### **ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING**

In the unlikely event of a child going missing within/from school the following procedure will be implemented immediately:

1. All staff present will be informed and an immediate and thorough search of the foundation stage class, indoors and outdoors. Carefully check all spaces, cupboards and washrooms and check the doors and gates for signs of entry/exit.
2. Take a register/ head count in order to ensure that all the other children are present.
3. Ask all adults and children calmly if they can tell us when they last remember seeing the child.
4. A Staff member will notify the head teacher or a member of the leadership team whilst other staff continue to search for the child.
5. A 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.
6. A thorough search of the school buildings and grounds.
7. Doors and gates will be checked to ensure that the pupil could not have left the secure site. If there is a reason to believe they could have left the site, police should be informed immediately and continue to search beyond school grounds.
8. Should the child remain unaccounted for once checks have taken place, the head teacher or deputy head should inform parents, police and local authority.

### **PROCEDURE FOR A CHILD WHO IS NOT COLLECTED AT THE APPOINTED TIME**

1. Child waits with the adult in the unit 15 minutes after collection time.
2. After 15 minutes an adult telephones emergency contact numbers in order to explain the situation and ask for the child to be collected.
3. If the child is still in school after 3.30pm then they should be handed into the care of the Head teacher or a member of the leadership team. The child would be kept safe until an appropriate agreed time.
4. If the child is not collected by 5.30 (5.00 on Fridays) the head teacher informs the duty officer at Rotherham social services who will collect the child.
5. \*If a child is persistently left for more than 20 minutes past the end of the school day, they will be taken to Woodlies and the parent charged.
6. \*If there is already Social Services involvement they will be informed too.

**\*The child must not be transported home by a member of staff as an individual's vehicle insurance may be invalid in this event \***

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