



Sydenham High School

G D S T
GIRLS' DAY SCHOOL TRUST

Missing Child Policy Whole School: Senior School/Prep School: EYFS, KS1 and KS2

1. Child Missing on School Grounds during the school day

If a child appears to be missing *while she should be on school grounds* (and toilets and areas where the child may be having been checked) the teacher will immediately check with the office to see if the child has been sent home/signed out. If this is not the case and the child appears to be genuinely missing, office staff will immediately notify members of the Senior Leadership Team (SLT) and the site manager. The senior member present of the leadership team will take overall responsibility for the further actions listed below.

- If none of the above staff know where the child is, the SLT member will give staff specific areas of the school to check for the missing child, including speaking to children and staff.
- If a child is not found following a check of the school premises, a member of the SLT will contact parents to check if the child is with them and if there may be any reason the child may be hiding and finally to let them know their child is missing. A contact number will be confirmed at this point with the parent and they will be told that the authorities below will be notified.
- Immediately following the notification of the parents, the local police ([tel: 101](tel:101)) will be notified with a description to the child. A photograph of the child should be printed out from SIMS (School Information System) together with any specific medical or other relevant details.
- The SLT member involved and other senior staff as appropriate will liaise with the police and other authorities as required. They will also liaise with the parents as directed by the police.

2. Child Missing on School Grounds at dismissal time (Prep School - EYFS, KS2 and KS2 only)

At dismissal time all Prep School pupils are signed out at handover to parent/carer and or club leader. If at this point there is uncertainty as to a child's location, then the teacher with the list will investigate what has happened and call the child's parents to find out if the child is already with them. At the point the child is confirmed missing, the Headmistress or in her absence, another member of the SLT will be notified.

- Immediately following the notification of the parents, the local police will be notified with a description to the child. A photograph of the child should be printed out from SIMS (School Information System) together with any specific medical or other relevant details.

- The SLT member involved and other senior staff as appropriate will liaise with the police and other authorities as required. They will also liaise with the parents as directed by the police.

3. Child Missing when Off-Site at a Specific Venue

- If the child is still missing, members of staff from the venue will be notified by the person in charge of the group with the name and description of the child to help search for her. It will also be requested at this time that all exits, including fire exits, from the venue are monitored.
- The areas just visited will be re-checked by an adult from the school group, nominated by the Trip Leader.
- If the child is not found in the next 10 minutes, the School Office will be notified by the Trip Leader and the office will immediately notify a member of the SLT. A contact mobile number will be confirmed and the time will be noted by the office staff.
- If, after quickly and fully re-searching the venue, the child is not found, the local police will be informed with the name and a description of the child by the trip leader.
- Parents will be contacted by the SLT member at this time giving the following information:
 - time the child went missing
 - the place
 - what is being done by whom

A parent contact number will also be taken/confirmed at this time.

- Regular contact will be maintained between the Trip Leader and with the school.
- If none of these actions finds the missing child and the police have not arrived, the police will be re-contacted and asked to take charge. The school will be notified of this action and the SLT member will nominate a contact person for the police at the school.

4. Child Missing with Off-Site in a non-specific venue

- If the child is found to be missing when a group is 'outside of school' for example in Crystal Palace Park, walking in a line from place to place, attending a sports fixture etc., a register will immediately be called by the person in charge of the group with eye contact replies.
- Whilst the following actions take place the safety of the remaining group is of paramount importance.
- If the child is still missing the surrounding areas will be checked quickly calling out to the child for a response.
- If the child is still not found then immediately the school office will be notified by the person in charge of the group and the office will immediately notify a member of SLT. The Head of Prep School (or whoever is acting in her stead) must be informed as soon as possible and the Headmistress needs to be informed.
- A contact mobile number will be confirmed and the time will be noted by the office staff.
- If, after quickly and fully re-searching the venue, the child is not found, the local police will be informed with the name and a description of the child by the trip leader.

- Parents will be contacted by the SLT member at this time giving the following information:
 - time the child went missing
 - the place
 - what is being done by whom

A parent contact number will also be taken/confirmed at this time.

- The SLT member will speak with the person in charge and decide what action will take place with the rest of the group.
- The person in charge will meet with the police at the place where the child appeared to be missing and ask the police to take charge. The school will be notified of this action and the SLT member will nominate a contact person for the police at the school/

5. Child missing from education

A child going missing from education is a potential indicator of abuse or neglect. School staff should be alert to children going missing, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation and to help prevent the risks of going missing in future.

Independent schools have a legal duty to report certain attendance issues to their Local Authority: ten days of unauthorised absence (other than for reasons of sickness or leave of absence), failure to attend regularly and deletion from the school register when the next school is not known. In this last case, independent schools are required to report the circumstances as soon as possible to the Local Authority in which the pupil lives. Failure to report children missing education, when this is a requirement, would be non-compliance with the regulatory requirements set out by the Department for Education.

Any concerns relating to the above issues should be referred to the Designated Safeguarding Lead in the first instance in line with our Safeguarding Policy.

6. Investigation following a Missing Child

Following a missing child incident a thorough investigation will occur led by the Headmistress along with the GDST.

- The Headmistress will carry out a full investigation taking written statements from all staff present at the time or who were on an outing.
- The key person/staff members writes an incident report detailing:
 - the date and time of the report
 - what staff/children were in the group or outing
 - when the child was last seen in the group/outing
 - what has taken place in the group/outing since then
 - the time it is estimated that the child went missing
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation all staff will co-operate fully. In this case the police will handle all aspects of the investigation including interviewing staff. Social Services may be involved if it seems likely that there is a child protection issue to address.
- The incident is reported under RIDDOR agreements and is recorded in the incident book: the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.