



Kew Green Preparatory School

Missing Child and Non Collection of a Child Procedure

Non-collection of child

Kew Green offers an 'After Care' service until 6pm. This will be used if a parent has not arrived at the normal collection time, at the end of the school day or after a club. The member of staff looking after the child will take the uncollected child to aftercare and then ring the parents or guardian. The child will then be looked after and given something to eat and drink until they are collected at or before 6.00pm.

Parents are asked to telephone the school immediately if they know they will be late due to traffic, an accident etc. to avoid undue concern and leave a contact mobile number.

If a child has not been collected by 6.10pm, the member of Senior Leadership Team (SLT) who is overseeing Aftercare for that particular evening will telephone parents. Should there be no reply, emergency contact numbers that are provided by the parents will be called, until a contact has been made with someone. The message that the child has not been collected and that they need to contact the school immediately will be left on answer machines along with the school telephone number. All reasonable attempts will be made to contact the parents or nominated carers.

In the unlikely event that no contact has been made with any person on the contact list, by 6.20pm, contact numbers will be tried again and this time a mobile number for the member of SLT will be left (due to the school phone not being manned at this time). If no contact has been made with a parent or 'carer' by 6.30pm, for the welfare of the child, Emergency Social Services will be contacted for advice, Tel 020 8744 2442 and they will talk through possible options (this process may take up to 2 hours.)

Kingston and Richmond Education Services advise that a child is not taken home by a member of staff unless the parent has given permission.

The SLT member on duty will wait with the child until the child is either taken home or a child's school family friend or social services have collected the child.

The SLT member involved will log notes on the event, on the child's profile on the School Manager (CJM). The Designated Safeguarding Lead will also be informed by the member of SLT and a copy of the records kept in the school's Welfare Log.

Procedure for Missing Child

1. Child Missing on School Grounds

If a child appears to be missing while s/he should be on school grounds, (and toilets and areas where the child maybe having been checked) the class 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 genuinely is 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.
- The register will be checked to ensure that no other child has gone astray
- Doors and gates will be checked to see if there has been a breach of security whereby a child could wander out
- After a diligent search of all potential areas within and immediately outside of school (include games on the green / coach runs to Pools on the park and Brentford). If a child is not found at this point the parents will be contacted 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 will be notified with a description of the child
- 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 when Off-Site at a Venue

NB Staff will take photos of each child with them on a school trip.

If a child appears to be missing when off-site, a register will immediately be called by the person in charge of the group with eye contact replies.

- 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 a description of the child, to help search for him/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, nominated by the person in charge, from the school group.
- If the child is not found in the next ten minutes, the School office will be notified by the person in charge of the group and the office will tell a member of SLT. A contact mobile number will be confirmed and the time will be noted by the office staff.
- If after a full search of the venue, the child is not found, the local police will be informed with the name and a description of the child. 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 and by who. A parent contact number will also be taken at this time.
- Contact will be made with school at regular intervals (at least every 30 minutes).
- 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.

3. Child Missing when Off-Site 'Outside'

- If the child is found missing when a group is 'outside' e.g. in the Park, walking in a line from place to place, a register will immediately be called by the person in charge of the group with eye contact replies.
- If the child is still missing, the surrounding area will be checked quickly by one adult on the trip calling out to the child for a response.
- If the child is still not found immediately the School office will be notified by the group leader and the office will tell a member of 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 area the child is not found, the group leader will ask the School Office to make appropriate telephone calls to for example: the local police (Tel 999) School 020 8948 5999), and the coach company (depending on where the group is). The name and a description of the child will be given with time and place the child went missing.
- 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 and by who. A parent contact number will also be taken at this time.
- The SLT member will speak with the group leader 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.
- The remaining children will be escorted by to school and the group leader will remain at the venue
nNB. Specific procedures for missing children when at residential venues are in the EVO Policy.

Investigation following a Missing Child

Following a missing child incident a thorough investigation will occur lead by the Head along with Directors of LPS

- The Head 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 member 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; and
 - 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 co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Social Services maybe 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.

Written by: Susanna Gillett, Designated Safeguarding Officer

Read and approved by: LPS Directors, Kew Green Preparatory School Senior Leadership Team.

Read and shared: with all staff at Kew Green Preparatory School

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