



## **Buxlow Preparatory School and Nursery** **MISSING CHILD PROCEDURE (inc EYFS)**

### **Policy**

It is the School's policy to take sufficient precautions to prevent a child from becoming missing. These include keeping a register of all children present in the premises or going on an off-site trip, keeping all the children under proper supervision at all times, keeping the outside doors and gates to the premises closed at all times, allowing only staff, parents and other authorised persons into the premises, handing a child over only to his/her parents or to a person appointed by them.

The school employs a number of systems to minimize the risk of a child going missing

- Registers – taken AM and PM. All absences are followed up by the school administrator
- Number of pupils in class / those in attendance is recorded on the classroom whiteboard daily (and updated throughout the day as applicable)
- Security of the building – CCTV cameras monitored from office – main front gate is secured by magnetic lock during the school day. Access to visitors is granted by the administrator via video & audio entryphone system. It is closed during school hours and from that time is only opened by the office. - Playground gate opened at 8:15am and shut as soon as parents have left. Re-opened at 3:15pm. A member of staff is positioned on the gate throughout the drop off and dismissal periods
- Children will only be released to the parent/carer. They will be released to other known adults with prior permission from the parent who is required to provide a password for the authorised adult to give upon arrival.
- When moving to different areas of the school – children should be supervised.
- Toilet breaks – permission must be requested from teacher - children to use the nearest toilets.
- Dismissal procedure – all classes are dismissed by a member of staff. Children are encouraged to shake the teacher's hand before they are handed over to the parent/ guardian
- Nursery children are always handed over to their guardian by a member of the EYS team
- After School Clubs - a register is taken at the beginning of each club. At the end of club sessions, each child is then handed over to parent/carer.
- Children on the shuttle bus are registered on to the bus each day by a member of staff. Registers are supplied by the administrator.

### **Procedure in the event of a missing child**

In the event that a child does become missing the following should be carried out. These may need to be modified to suit the particular incident, e.g. whether at the school or on an off-site trip.

- The person who becomes aware that a child is missing should inform the other staff who are present. Try to stay calm and take care not to alarm the other children or create a sense of panic
- Search the immediate vicinity for the missing child. Ensure that adequate staff supervision is maintained for the other children
- The School site will be locked down so that no one can leave the premises.
- If the child is not found, the School will notify the following:
  - the child's parents
  - the Proprietor
  - the police
  - security staff if appropriate

#### **Review**

After the incident the Head Teacher will review with the staff concerned the circumstances under which the child went missing. A report will be prepared for the Directors and security procedures will be reviewed and modified as necessary to prevent a re-occurrence of the incident. Disciplinary action may be taken against the staff concerned if appropriate.

**Signed: C McLelland**

**Date: Autumn 2023**