



ROYAL HIGH SCHOOL  
BATH

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G D S T

**Prep School (EYFS – Y6) Missing Children Policy [Claire Lilley] 19/20**

*(to be read in conjunction with the Policy Statement on Supervision)*

This policy applies to all pupils in the Prep School, including the EYFS and those attending ASC and Holiday Clubs.

**Aim**

[a] to ensure the welfare and protection of all pupils whilst in our care  
[b] to establish the procedure in the unlikely event of a pupil going missing on the school premises. (The safety procedure on outings is outlined in the Educational Visits Policy and is taken into consideration by staff when planning and writing risk assessments for individual outings)

**Implementation**

Systems in place to minimise the risk of children going missing:

- Appropriate steps are taken to ensure that the premises and surrounding site are secure. All external entrances are locked by coded keypad and the perimeter of the site is enclosed and is, as far as possible, secure. All external doors on-site are also protected by coded keypads.
- Pupils are registered at the beginning of morning and afternoon sessions. Any pupils arriving after registration has closed must sign in at the office.
- Pupils in Nursery are taken into Nursery and picked up from Nursery by parents or carers. Pupils from Reception to Year 6 are left in the care of a designated member of staff by parents at the beginning of the day and are collected from class teachers at the end of the day as per the supervision policy statement.
- It is the responsibility of the member of staff with any class/teaching group to be aware of how many girls are present.
- At the start of the academic year, great care is taken to explain boundaries of where pupils can and cannot go.
- Pupils have to ask permission to go to the toilet, or to be excused for other reasons, such as Music lessons.
- Pupils who leave the school site during the day must be signed out in the Office by the adult who is responsible for them – member of staff or parent/carer, and signed back in should they return before the end of the school day.
- The member of staff on duty at the end of each day should ensure that any children who remain uncollected by 4.00pm are taken to join After School Care.
- New staff have an induction which includes awareness of the above systems
- Visitors to school have to sign in and out and wear a badge.

Every care is taken to ensure our pupils are accounted for at all times. However, in the unlikely event that it is suspected that a pupil has gone missing the following procedure will be followed:

- The teacher will take an immediate roll call of the class.
- If it is discovered that a child is unaccounted for, a senior member of staff will be advised and a full search of the buildings and grounds will take place.
- The office and the Head, or Deputy Heads will also be informed.
- Assistance will be drafted in to facilitate a more detailed search of the building and grounds
- On no account will any other girls be left unsupervised at any time and staff will work together to ensure that supervision is in place, whilst the search is undertaken.
- If a thorough search proves unsuccessful in establishing the whereabouts of the child, the parent/carer will be contacted and informed. Immediately following (if this contact does not alter the situation) the emergency services will be contacted.
- On the arrival of the emergency services and the pupil's parent/carer, the Head or most senior member of staff present will be responsible for apprising them of all information in respect to the missing child and what action has been taken.
- Once the situation has been resolved an internal investigation will take place to examine how it occurred and to put immediate measures in place to ensure it does not happen again. This investigation will be led by the Head of Prep School.

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Reviewed: July 2019	New Policy: July 2013
Later Update: n/a	Next Review: July 2020