# Missing Pupil Policy and Procedures Including EYFS

**Aims**

The staff of St Hilary's School fully recognises the contribution they make to safeguarding and promoting the welfare of children. We recognise that all staff, including volunteers, have a full and active part to play in protecting our pupils from harm. We actively promote democracy, the rule of the law, individual liberty and mutual respect of those with different faiths and beliefs. These are fundamental British Values which underpin all that we offer, as does our School Motto 'Not for oneself but for all.'

In the event of a child becoming lost whilst in the care of the school, the procedures detailed below will be immediately put into place. These ensure that a systematic approach to finding the child is taken and consideration is given to the levels of risk.

**Procedures**

We will ensure a search is made for the child as soon as we become aware that the child is missing. Parents and authorities will be notified at the appropriate stage, and a high level of care will be maintained of other children at the school, whilst procedures are followed.

The children in EYFS are always accompanied to other areas of the school, such as the Library, the Music Room, the ICT Suite and the Hall, and ratios are always maintained. Pre-Prep children are accompanied wherever possible, although children in Year 2 are growing in independence, as part of their preparation for Year 3. Children in Year 3 and above may be permitted to walk alone to another area of the school such as to a PE or Music lesson. The School site is completely secure and gates on the perimeter boundary are locked during the School day.

At the beginning of the school day, a member of SLT supervises the entry gates. Children in EYFS are greeted by members of EYFS staff, before being taken into class. St Hilary's School is situated on a secure site with perimeter fencing and locked gates. Consequently, there are a limited number of situations where a child could go missing but in the event of this happening the following procedures will be followed:

- The Headmaster will be alerted immediately and in his absence the DSL.
- In the absence of the Headmaster or the DSL - another member of the Senior Leadership Team will be alerted.
- Enquiries will be made by the Headmaster to the relevant members of staff, as to when the child was last seen and where.
- If appropriate, enquiries will be made by the Headmaster of the remaining children as to when the child was last seen and where.
- The Headmaster will appoint a person or people to immediately carry out a thorough search of all rooms in all buildings, gardens and outside areas.
- The remaining children will be gathered into one large group, e.g. for a story to ensure their security and well-being.
- Doors and gates will be checked to see if there has been a breach of security whereby a child could have gone out.

- The administrative staff will immediately check the signing in log to ascertain who is on the school site.
- If the child cannot be found within fifteen minutes, the parents and the police must be informed.
- The search will continue, widening the area until the police arrive.
- Staff will ensure the safety of the other children with regards to supervision and security whilst a search is taking place.

**Procedure for School Outings**

If a child goes missing from an outing, the following procedures will be followed:

- As soon as it is noticed that a child is missing, staff on the outing will ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone missing.
- At any venue, the staff will contact the venue's security who will handle the search and contact the police if the child is not found.
- One designated staff member will search the immediate vicinity whilst the other adults will supervise the remaining children.
- The Headmaster or Deputy Head will be informed at the same time as the police
- The Headmaster or Deputy Head will make her way to the venue to aid the search and be the point of contact for the police as well as support staff, if the venue is within reasonable travelling distance.
- Parents will be informed by telephone after fifteen minutes.
- Staff will take the remaining children back to the school.

**When the Child Is Found**

- A member of staff will be designated to care for and talk with the child.
- When the situation has been resolved the members of staff should review the reasons for it happening and implement measures to ensure that it does not happen again.
- An incident form will be completed and signed by the parents and the Headmaster.
- Records of incidents will be filed securely by the Headmaster.

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**Reviewed:** July 2021, June 2022, June 2024, September 2025, September 2026
**Next review date:** June 2027
**Person responsible:** Mr Mark Parton