



# PALMERS GREEN HIGH SCHOOL

## EYFS MISSING CHILD POLICY

Policy reviewed: August 2023

Next Review: August 2024

**This document will remain valid until the end of the academic year 2023-2024**

The safety of the pupils in the Nursery and Reception Class is of utmost importance at PGHS. Every adult who works with pupils in the Early Years Foundation Stage classes has had regular safeguarding training and accepts that they are responsible for helping to keep the pupils safe at all times. The correct ratios for staffing EYFS pupils are observed. We have procedures that will ensure a missing child would be found and returned to their class group as soon as possible. This policy should be considered in the context of the School's Child Protection and Safeguarding Policy.

In the Nursery and Reception Class, a register is taken both in the morning and afternoon and recorded on SchoolBase. If a child is absent, a phone call will be made home to find out the reason for the absence.

### **Child Missing from Setting – Action Plan**

If a child goes missing from the setting this action plan should take effect immediately:

- A register will be taken in order to check all other pupils are present.
- The signing out book at the School Office will be checked.
- The Head or a member of SLT will be informed.
- Adults and other children will be asked in a calm manner when they last saw the missing child. The other children will be kept occupied in a classroom area.
- Meanwhile, the person in charge will carry out a thorough search of the classroom and the outside area, including the toilets. In the case of the Reception Class, a further search of other areas of the School would be undertaken. All spaces and cupboards where a small child might be able to hide will be checked.

- Doors and gates will be checked to see if there has been a breach of security whereby a child could wander out.

**If the child is still missing after 15 minutes**, the following steps would be followed:

- The Head or SLT will be updated, making sure the DSL is informed.
- The child's parents will be contacted with an explanation of what has happened, as well as a description of the steps followed so far. The parents will be asked to come to the Nursery or School as soon as possible.
- The police will be contacted by the Head of Nursery or a member of SLT.
- The Head of Nursery or SLT at the main School site will organise staff to search the Nursery or School buildings and outside areas again.
- Enfield's Local Children's Safeguarding Partnership (LSCP) will be notified by the DSL if it seems likely that there is a Child Protection or Safeguarding issue to address.
- Nursery or School staff will co-operate fully with any police investigation and/or safeguarding investigation by the LSCP.
- The Head will inform the Chair of Governors of the situation.
- The Bursar will inform the School's insurers.
- A report will be made under RIDDOR to the HSE, if applicable.
- A full record of all activities that occurred up to when the child was found will be made for the incident report and if appropriate, procedures adjusted. The School Governors with specific responsibility for the Early Years pupils and for Child Protection and Safeguarding will be provided with a full report of what occurred.

### **Child Missing on an Outing – Action Plan**

If a child goes missing from an outing where their parents are not attending and responsible for their own child, the teacher in charge ensures that this procedure is followed immediately:

- **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 astray. One member of staff will search the immediate vicinity but will not search beyond that.
- The venue manager will be contacted and a search indoors and out will be carried out by venue staff.
- The Head/ SLT will be informed and, where appropriate, make their way to the venue to aid the search and be the point of contact for the police as well as to support staff.
- Staff will take the remaining children back to the Nursery or main School.

- The child's parents will be contacted with an explanation of what has happened, as well as a description of the steps followed so far. The parents will be asked to come to the venue, Nursery or School as soon as possible.
- **After 15 minutes**, the Reception teacher/ Head of Nursery will contact the police and report the child as missing.
- The LSCP will be notified by the DSL if it seems likely that there is a Child Protection or Safeguarding issue to address.
- The School will co-operate fully with any police investigation and/or any safeguarding investigation.
- The Head will be updated and they will contact the Chair of Governors.
- The Bursar will inform the School's insurers.
- A report will be made under RIDDOR to the HSE, if applicable.
- A full record of all activities that occurred up to when the child was found will be made for the incident report and if appropriate, procedures adjusted. The School Governors with specific responsibility for the Early Years pupils and for Child Protection and Safeguarding will be provided with a full report of what occurred.

**When the child is found – Actions:**

- Talk to and comfort the child.
- The Head of Nursery/ SLT will speak to the child's parents to discuss what happened and give a full account of the incident.
- Speak to the other children in the Nursery/ Reception class in order that they understand why they should not leave the setting or their group on an outing.
- A full investigation will be carried out, involving the LSCP as necessary.
- Media enquiries will be referred to the Head.

**The investigation:**

- The Head of Nursery/Reception Class teacher will carry out a full investigation taking written statements from all the staff present at the time, or who were on the outing, as soon as possible.
- The key person will write an incident report detailing
  - The time, place, numbers of staff and children
  - What staff/children were doing at the time/venue
  - When the child was last seen in the group/outing
  - What seemed to have happened
  - The length of time the child was missing and how they were noticed missing
  - Lessons to be learnt for the future
  - A conclusion is drawn as to how the breach of security happened

- Procedures should be amended or updated and any training as identified carried out.

**If a child appears to be missing from education**

If a child is believed to be missing from education from the Nursery or the Reception Class, the School will make all reasonable attempts to contact the family before referring the matter to the local authority as detailed in the Children Missing Education (2016) document.

The School will alert Ofsted to any major issues regarding children in the setting including any situation where the child goes missing as appropriate.