



Missing Child Policy

Policy reviewed by: Philippa Mills : September 2018
Next review date : September 2019

'School' refers to Oaks International School; 'parents' refers to parents, guardians and carers. This is a whole school policy, which also applies to the Early Years Foundation Stage.

Missing Child Policy

In the unlikely event of a child going missing within/from the School the following procedure will be implemented immediately:

- All staff will be informed and an immediate thorough search of the building will be made. Checking toilets, cupboards and sheds, followed by a search of the car park and surrounding area. Ensuring that all other children remain supervised throughout.
- A staff member will notify members of the Senior Leadership Team to aid in the search.
- A member of staff will be sent out to search the surrounding roads. While the initial search is made the child's teacher will make enquiries of all adults in the building to establish the last sighting and time, what clothes the child was wearing and the state of the child [happy, upset, etc.].
- If the child has not been accounted for the Principal will contact the Police and the either the child's teacher or the Principal will contact the parents/carers of the missing child.
- During this period staff will be continually searching for the missing child. Whilst other staff maintain as near to normal routine as possible for the rest of the children.
- The child's teacher and other Senior Leadership staff will meet with the Police and parents/carers and will take instructions from the police.
- Telephone lines will remain as free as possible so that messages are not delayed.
- Activities for the remaining children will continue as normal.
- Any incidents will be recorded in writing.
- OFSTED/ISI will be contacted and informed of any incidents.

Child Missing from an Outing Policy

1. Remain calm and do not panic.
2. Inform team member and the outing leader of the missing child as quickly as possible.
3. Gather all groups together and carry out a headcount against the outing's register.
4. Establish a safe place to assemble where the children can be adequately supervised and kept together.
5. Outing leader to organise a search party of the immediate premises.
6. If established that the child is missing, notify appropriate emergency services (police or security) and OIS.
7. Details of the incidents to pass on to OIS include:
 - nature, date and time of incident;
 - location of incident;
 - names of missing children;
 - names of others involved, so that parents can be reassured
 - action taken so far;
 - action yet to be taken (and by whom)

- a number for constant flow of communication should be provided, try not to rely solely on mobile phones
8. School should notify parents, providing as full a factual account of the incident.

After the event

1. A full report will be written up by staff involved, providing a full factual account of the incident as possible.
2. Principal will inform OFSTED/ISI/ UKVI (where relevant) by phone on the day and follow up in writing within 24 hours.
3. The Leadership team will write up a risk assessment review and this review will aim to look for improvements to this procedure, and avoid any further occurrences of the incident.
4. No member of staff is to speak to the media and the name(s) of those involved should not be given to the media. No member of staff should discuss legal liability or anything relating to accountability with the families involved; this should be referred to representatives at OIS.

EMERGENCY LATE PICK UP PROCEDURE

If a child is not collected by 18.00 on Monday or Friday, or 17.30 on Tuesday, Wednesday or Thursday, the school will call the contact numbers for the parents or guardians. If there is no answer, a staff member on site will begin to call the 2 emergency numbers for the child. During this time, the child will remain with the member of staff on duty.

If there is no response from the parents' or carers' contact numbers or the emergency numbers within a 1-hour period from when the child was expected to be collected, the Social Care Duty Officer will be contacted. Social Care will make emergency arrangements for the child, will arrange for a visit to be made to the child's house and will check with the Police. OIS will submit a full written report of the incident.

Parents needing out of hours care for their child should pre-book a place at Late Stay. Any child not booked into this provision is expected to be collected from class at the end of the school day (3.15pm for Nursery and Infants, 3.30pm for Primarys). Children registered in the 50 Week a Year Nursery are not expected to be booked into out of hours care.

We undertake to look after the child safely throughout the time that he or she remains in our care.