

**Reviewed and updated: October 2018**

**Next review: September 2019**



## **Missing and Uncollected Pupils Policy**

**This policy applies to all boys at Birkdale Prep School including those in the Early Years Foundation Stage.**

### **Missing Pupils**

As soon as it becomes apparent that a child is missing the following procedure should be followed.

The School Office should be informed to check that the child is not off-site for a legitimate reason. As soon as possible the Head of the Prep School, the Deputy Head Master, the Director of Studies, Heads of Pre-Prep should be informed and an immediate search of the school undertaken.

Once we are certain the child is not on campus, the search area should be extended and the parents informed. Generally the Headmaster will contact parents. Following this the police should be contacted. For EYFS pupils we would contact parents after 15 minutes. For older boys we would contact parents after 30 minutes. .

### **School Outing/Visit**

If a pupil goes missing on a School visit, in addition to taking the appropriate action, as detailed on the risk assessment the member of staff in charge of the School party should contact the Head of the Prep School to inform him of the situation.

Once the child is found it is important to make contact again to call off any search.

### **After the Incident**

The member of staff involved will sensitively discuss with the child's parents the events surrounding the disappearance of the child.

The Headmaster will carry out a full investigation taking written statements from all the staff present at the time.

The incident report will detail:

1. The date and time of the report
2. What staff/children were in the group/class
3. When the child was last seen in the group/class
4. What has taken place in the group/class since then and the time it is estimated that the child went missing.

A conclusion is drawn as to how the breach of security happened and, if appropriate, procedures (including risk assessments and training) may be updated.

### **Uncollected Children – including EYFS**

If for any reason, a boy is uncollected at the end of any normal school day (3.30pm for EYFS & 3.50pm for KS2) we will provide reassurance and follow this procedure:

Matron will look after Prep boys (whose parents have been unavoidably delayed) in the reception area until 4.10 pm. Boys not collected by 4.10 pm will be taken to After School Care. During this parents/carers will be contacted by a member of staff.

Ratios for all the above scenarios are carefully monitored by the Head of the Prep School and Staff are put into place if necessary.

If parents/carers cannot be contacted then 'other contacts' will be called. Early Years Foundation Stage staff will remain with EYFS children for as long as possible, following which, intervention from the Head of Early Years/HoP/SMT may be necessary.

During After School Care every effort will be made to contact parents/carers/'other contacts'. If no contact has been made and no message received by 6.30pm In consultation with the Headmaster (of Birkdale Senior School) the Head of the Prep School or member of SMT on duty will contact Sheffield Safeguarding Hub 0114 273 4855 or the Police on 101.