

Statement of intent

In the event of a child becoming lost while in the care of St Faith's the school will put into practice these procedures to ensure that a systematic approach to finding the child is taken and consideration is given to the levels of risk to the child.

We will ensure a search is made for the child as soon as possible, parents and authorities are notified at the appropriate stage, and a high level of care is maintained to other children at St Faith's while procedures are followed.

Procedures

- We will check the register to confirm the child came to school and has not been signed out. A search of all areas of the school will take place.
 - The search will begin in the vicinity nearest to the place the child would be expected to be and include all areas whether in or out of bounds to the children.
 - The outdoor areas will be searched.
 - Toilets and cupboards will be included.
 - The Health Centre will be contacted and a check will be made of the music and speech and drama schedules.
 - After informing the child's parents, the parents of the child's friends or children s/he sometimes goes home with will be telephoned.
- The member of staff in question will inform a member of the SMT or after school ends the Late Stay Supervisor, that the child is missing and a thorough search of the entire premises will commence. The member of the SMT who is informed first assumes responsibility for the incident, unless subsequently directed otherwise by the Headmaster, and ensures that staff are aware when the child is found. This responsibility will also include recording and reporting the incident. Other members of the SMT will be contacted. The staff team will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised.
- While the initial search is made, the SMT will make enquiries of all adults and the child's peer group to establish the last sighting and time, and the mental state of the child (happy, upset etc.). They will make provision for staff to assist or take over from the member of staff who reported the missing child.
- If after a thorough search the child is still missing, the SMT will inform the child's parent/carer and then, if necessary, the police. The decision to inform the police will be taken 45 minutes after the discovery of the child being missing.
- While waiting for the police and the parent/carer to arrive, searches for the child will continue. During this period, other members of staff will maintain as normal a routine as is possible for the rest of the children.
- The SMT will ask the parent to come to school, by using the normal route that the child takes.

- The SMT member will be responsible for meeting the police and the missing child's parent/carer. They will co-ordinate any actions instructed by the police, and do all they can to comfort and reassure the parents/carers. In some circumstances it may be preferable to ask the parent to return home and wait, in case the child has managed to make their way home.
- Once the incident is resolved, the SMT and staff team will review relevant policies and procedures and implement any necessary changes paying particular attention to the School's site security and risk assessment policies.
- Incidents of children going missing from the school will be recorded by the Director of Pastoral Care.

St Faith's compiles an 'Unaccompanied Journey Register' to ensure that the non-arrival of children who travel to school unaccompanied is swiftly identified and followed up.

- At 0930 when the attendance registers are examined children whose names appear on the unaccompanied journey register are checked as having arrived at school.
- Where a child is not marked as present the following procedure is undertaken:
 - Name checked against recorded absence phone calls
 - Name checked against late arrivals list
 - Name checked with teacher of the lesson that the child should be attending and against music and speech and drama lesson schedules.
 - The child's parent will be telephoned to ascertain that the child began the journey to school and, where necessary, the police will be informed.
- If a child is unaccounted for by being absent without notification it is assumed that the child is missing and a member of the SMT will be informed.

At the end of the school day the late stay supervisor assumes the responsibilities described above for the SMT. They will:

- Contact a member of the SMT if possible
- Enlist support from members of staff still on the school site
- Remain responsible for the incident unless directed otherwise by the Headmaster or SMT member

In Years 3 – 8 there is not a physical hand over of a child to parent/carer at the end of the school day. Where a child does not arrive at an after school activity the member of staff leading the activity will notify the school office as soon as is practicable. Where an expected child does not arrive at late stay the late stay supervisor will be informed and efforts will be made to locate the child on the premises or by telephoning all available parent/carer contact details. Where no contact with parent/carer can be made it is assumed that the child has been collected or is journeying home with parental agreement. Messages will be left on home or mobile telephone numbers where possible.

Contact telephone numbers for SMT, and Late Stay mobiles at [Appendix 1](#) and updated alongside the School's Emergency Response Policy.

SMT CONTACT DETAILS

Name	School Ext. Number	Home telephone	Other telephones
Crispin Hyde-Dunn	402 office 409 house	01223 229409 and 01223 467767	07780 333833
Joe Davenport	435 office	07858 957430 (W)	07858 957430 (W)
Richard Brent	403 office	01223 943554	07825 277547
Brendan Mageean	423 office	01223 510378	07539 919561
Mike Critchley	422 office	01223 234898	07528 801313 (W)
Louise Wakefield	416 office	07930244002 (personal)	07854 325981
Laura Davies	449 office	07790 429377 (personal)	07889 211398 (W)

Late Stay Mobile Numbers

Pre Prep. 07732 900743
 Years 3 to 8: 07773 368508

QUICK CHECK PROMPTS

1. Is the child registered?
2. Who was the last person to see the child?
3. Is the child at the Health Centre or Discovery Zone?
4. Is the child at a music lesson?
5. Is the child at a speech and drama lesson?
6. Is the child at an activity?
7. Has the child been signed out / gone home with parent?
8. Get help / contact SMT
9. Search buildings:
 - Toilets;
 - Cupboards;
 - Out of bounds areas.
10. Who are the child's friends?
11. How does the child usually travel to / home from school?