



# FOREST SCHOOL

## Missing Child Policy

Whole School including EYFS

v1.1

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Owner (Name, Title):	Deputy Head Pastoral (Prep and Senior)
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# 1 INTRODUCTION

This policy should be read in conjunction with:

Critical Management Plan  
Behaviour Policy (Prep and Senior)  
Attendance and Punctuality Policy  
Supervision Policy  
Safeguarding and Child Protection Policy  
Educational Visits Policy

Forest School accepts its responsibility for all pupils when in its care, whether on site or off site. Part of that responsibility requires us to know at all times, as far as is reasonable, the whereabouts of our pupils. We therefore have systems in place:

- 1.1 for parents/carers to advise us that their son or daughter will be absent from School or from a School activity or trip;
- 1.2 for pupils:
  - 1.2.1 to sign in at reception or the school office if they have been delayed and missed morning registration, ideally parents and carers would have notified the School Office beforehand if their child is going to be late into School
  - 1.2.2 to sign in or out of School if they have permission to arrive late or leave early (approval is authorised by the relevant Head of School if Senior School)
  - 1.2.3 for staff to register pupils' presence or absence for every registration (including PM registration), lesson, games session, activity or trip to determine who is on or off site. This should follow the processes also outlined in the Attendance and Punctuality Policy.
  - 1.2.4 for us to be able to identify and then respond swiftly to any unexpected absence from School or during the School day, or on a School activity or trip.

## 1.3 A pupil missing is defined as:

When a pupils whereabouts cannot be established and where the circumstances are out of character or the context suggests the young person may be subject of a crime or at risk of harm to themselves or others.

# 2 PREPARATORY SCHOOL PROCEDURES

## 2.1 Parental notification of pupil absence from School

- 2.1.1 For planned absence, such as for a medical or other appointment, parents should ask permission in advance by writing to or emailing the relevant School office.

- 2.1.2 For unplanned absence, for example in the case of illness, parents should contact the Preparatory School office by email or telephone.

## **2.2 Signing in and out**

- 2.2.1 If a pupil arrives in School after 8.30am or leaves before 15:30 (Pre-Prep - PP) or 15:40 (Preparatory School - PS) for whatever reason, they must sign in or out at the Preparatory School Office.

## **2.3 Registrations**

- 2.3.1 **Accurate and up-to-date registration data is essential within the context of this policy but also in the case of fire.**

## **2.4 Form registration**

- 2.4.1 All pupils are registered by their form tutor at 08:35 and relevant teacher at 13:00.
- 2.4.2 Should a pupil arrive at School for an early morning club that will mean their absence from registration, the member of staff taking the club will complete their register using the club register on Teams or SOCS.
- 2.4.3 Should a pupil be with a School Nurse during a registration period, it is the nurse's responsibility to let the office know.
- 2.4.4 In the case of a lesson taken by subject specialist teachers of Games, Swimming and PE, the member of staff is asked to record as present only those physically there at the lesson, games session, activity, club or trip and not to accept reasons for absence given by another pupil. The only exception to this is where a pupil has contacted the teacher in advance in order to attend a music lesson, in which case the member of staff enters 'C' by that pupil's name.

## **2.5 Identification of and response to unexpected absence**

- 2.5.1 Absence at morning registration: Form and lesson registers are checked for absentees at 9.00am by the Preparatory School Office. If a pupil is marked absent at form registration and no request for absence has been received, parents are contacted.
- 2.5.2 Absence from Period 4: Registers are also checked for absentees at 1.10pm by the Preparatory School office. Where a pupil is marked present at morning registration and is not present in Period 4, with no request for absence having been received, an initial search is made.

## **2.6 Games lessons**

- 2.6.1 Staff taking Games lessons will also sign out the pupils that are leaving the site (either to go to the Park or another venue) at the Preparatory School Office. This information is kept with the fire registers. For pupils who will be off site for a form registration, the School offices update the form register with a 'P' (approved sporting activity) so the Tutor is aware of the reason for absence. The member of staff should carry a mobile phone in order to keep in touch with school.

## **2.7 Co-Curricular Clubs**

- 2.7.1 For Clubs taking place after School the member of staff running the club takes the club register (on Teams) and is responsible for these pupils in the case of an emergency or evacuation. It is the responsibility of the member of staff to bring all remaining pupils back to the Preparatory School Building for collection by their parents if they have not been collected from the club by an adult. They must also take any pupils to After School Care (ASC) if they are either not collected or booked in. Pupils must not be left alone for any reason nor allowed to return unaccompanied.

## 2.8 Visits

- 2.8.1 Registers are taken on departure and prior to return for visits; morning and evening and following each activity for residential visits via Operoo. See Educational Visits policy.

## 1.9 Outdoor Education – Little Foresters, Welly Walks, etc.

- 1.9.1 Registers/ headcounts are taken on departure to the forest. The member of staff leading the activity should carry a mobile phone to keep in touch with school.

1.9.2 Pupils must walk in pairs, with an adult at the front and an adult at the back (if possible). The leading adult should ensure all pupils are kept together in line and stop at various points to ensure this is happening.

- 1.9.3 During activities, pupils must be made aware of the boundaries and areas they can and cannot go into.

- 1.9.4 Pupils must be told they are not to head back to school or leave the area on their own

## 3 MISSING CHILD MANAGEMENT PLAN (MCM) – PRE-PREP DURING SCHOOL HOURS

- 3.1 As soon as a pupil is deemed to be missing without reason from a class, activity or club: The member of staff will check the following options with the Prep School Office:
- \* Attendance
  - \* Music lesson
  - \* Medical Centre
  - \* Club
  - \* Activity
  - \* Place2Be
  - \* Learning support
  - \* Sign in/sign out book
- 3.2 If at this time a child is deemed missing, the Head of Prep and Deputy Head Pastoral (DHP) and the Head of Pre-Prep must be contacted by the Prep School Office. Pre-Prep staff must also be notified, either in person and/or through a TEAMS announcement: “PP Missing Child Activated – insert name of pupil. Any Prep School staff not teaching should make their way the PS office” to assist in searching. Office staff will provide checklists of the search areas, attach a photo of the missing child onto the Teams announcement, and closely

monitor Teams posts for updates.

- 3.3 If a Reception child is missing, Reception staff and pupils will assemble in the Reception playground.
- 3.4 If a Year 1 or 2 pupil is missing, Year 1 and 2 staff and pupils will assemble in the Pre-Prep playground.
- 3.5 Then, teaching assistants will count the pupils in their form, whilst teaching staff perform a search inside the building (Years 1-2: Pre-Prep building/ Reception: Prep Building), taking care to search cupboards, small spaces and toilet areas.
- 3.6 When the building interior has been searched, teaching assistants will return the pupils to their form rooms. In their year-group teams, teachers will begin the search of their designated areas, which must take no longer than 15 minutes and all areas must be searched by the whole of the year group team of teachers. All staff must take with them a mobile telephone (in order to comment on the original announcement on Teams) and the checklist of the areas to search.

*Area A Music School, SLC and Chapel (Reception Teachers or available staff as directed)*

*Area B Dining Hall (including toilets), Cloisters, Upper Library and Deaton Theatre (Year 1 Teachers or available staff as directed)*

*Area C Preparatory School building, Martin Centre and immediate outdoor areas (playground and Johnian's field) (Year 2 Teachers or available staff as directed)*

- 3.7 During this time the Deputy Head Pastoral (DHP) or the Head of Pre-Prep will begin to view the CCTV of the school site at the time in question.
- 3.8 If after the area search, the pupil is still deemed to be missing, teachers return to the Preparatory School office to report back. The Police and then the parents of the pupil will be telephoned by a member of PSLT whilst the school search widens and review of CCTV continues by staff.
- 3.9 PS Office will begin to record the timeline of events on the MCM Log (see below).

## 4 MISSING CHILD MANAGEMENT PLAN – PREPARATORY SCHOOL

### DURING SCHOOL HOURS

- 4.1 As soon as a pupil is deemed to be missing without reason from a class, Activity or Club:
  - 4.1.1 Member of staff / Y5/6 pupil will check the following options with the Preparatory School Office:
    - \* *Attendance*
    - \* *Main Reception*
    - \* *Music lesson*
    - \* *Club*
    - \* *Activity*
    - \* *Medical Centre*
    - \* *Place2Be*

*\* Learning support*

*\* Sign in/sign out book*

- 4.2 If at this time a child is deemed missing, the Head of Prep and Deputy Head Pastoral (DHP) must be contacted by the Prep School Office. Prep staff must also be notified, either in person and/or through a TEAMS announcement. “Prep Missing Child Activated – insert name of pupil. Any Pre-Prep School staff not teaching should make their way the PS office” to assist in searching. Office staff will provide checklists of the search areas, attach a photo of the missing child onto the Teams announcement, and closely monitor Teams posts for updates.
- 4.3 In the case of a missing Preparatory School child, all staff and pupils will assemble in the front playground, form teachers will count the pupils in their form whilst designated Preparatory School Leadership Team (PSLT) staff will perform a search of the inside of the building, taking care to search cupboards, small spaces and toilet areas. PSLT must take with them a mobile telephone (in order to comment on the original announcement on Teams) and a checklist of the areas to search.
- 4.4 The staff listed below will begin the search of their designated areas, which must take no longer than 15 minutes. All pupils and form teachers will return to their form rooms. All staff must take with them a mobile telephone (in order to comment on the original announcement on Teams) and a checklist of the areas to search.
- Area A Music School, SLC and Chapel (Teacher of Music, Head of Drama, Year 6 TA or available staff as directed)*
- Area B Dining Hall (including toilets), Cloisters, Upper Library and Deaton Theatre (Head of Science, Dance Teacher, Year 5 TA or available staff as directed)*
- Area C Pre-Prep building, Martin Centre and immediate outdoor areas (Johnian’s field area) (Head of Computing, Head of Mandarin, Head of Art or available staff as directed)*
- 4.5 During this time the Deputy Head Pastoral (DHP) will begin to review the CCTV of the School site at the time in question.
- 4.6 If after the Area search, the pupil is still deemed to be missing, teachers return to the Preparatory School office to report back. The area search must take no longer than 15 minutes. The Police and then the parents of the pupil will be telephoned by a member of PSLT whilst the school search widens and review of CCTV continues by staff.
- 4.7 The PS Office will begin to record the timeline of events on the MCM Log.

## 5 MISSING CHILD MANAGEMENT PLAN (MCM) – OUT OF HOURS

### 5.1 Breakfast Club

All pupils must be signed in by an adult to Breakfast Club in the Dining Hall. Should a pupil go missing during Breakfast Club time, the supervising staff will telephone the Preparatory School

office. An immediate search of the Dining Hall area by catering and out of hours' care staff will commence. Should the child not be located within five minutes the **MCM Out of Hours** plan must be invoked.

## 5.2 End of Day

Pupils are dismissed and a register is taken to ensure all pupils have left the site (collected, taken to the school bus, gone to a club or attending ASC). Registers ('dismissal sheet') will be marked accordingly.

Should a pupil go missing during dismissal, the member of staff responsible for dismissing that form/group will check the following options with the Prep School Office:

- \* Attendance
- \* Music lesson
- \* Medical Centre
- \* Clubs
- \* Learning support
- \* Sign in/sign out book

Should the pupil's whereabouts still be unknown, the Preparatory School Office must be contacted in order to phone the parents and check if they have been picked up. If it transpires that the pupil left without signing out, a detention will be issued.

If the child is not with the parent, the **MCM Out of Hours** plan must be invoked.

## After School Care

### After School Care

5.1.1 Pre-Prep (PP) pupils who have not been collected, will be brought to the ASC area at the end of the day (3:45pm) or to the Reception classrooms if it is raining.

5.1.2 At 16:15, Prep pupils who have not been collected will go to ASC. The members of staff on playground duty until 16:15 will perform a sweep of the playground area when all remaining pupils are brought inside.

5.1.3 All pupils must be signed in and out of after school care. Should a pupil go missing during this time, the **MCM Out of Hours** plan must be invoked.

## MCM Out of Hours Plan:

If at this time a child is deemed missing during wrap around care, the Head of Prep and the rest of the PSLT must be contacted by the Prep School Office. All staff must also be notified, either in person and/or through a TEAMS announcement. "Pre-Pre/ Prep Missing Child Activated – insert name of pupil. Any available staff who are on site at this time should make their way the PS office" to assist in searching. Office staff will provide checklists of the search areas, attach a photo of the missing child onto the Teams announcement, and closely monitor Teams posts for updates. Office staff will lock the black Prep School gates and notify the front reception office and SLC to close all gates and keep these closed until the search is over.

All pupils on site should be taken to the back playground if they are in the Prep School building or the Pre-Prep playground if they are in the Pre-Prep building. Members of staff supervising



these pupils will stay with them at all times until the search is completed and they are told they can go back into the building.

During this time a member of PSLT will review CCTV if possible.

A member of the PSLT will take charge and delegate the available staff to check different areas of the school, using the checklists provided. This PSLT member will be designated the MCM Out of Hours Plan lead for this incident. Once staff have searched an area, they should alert Teams that this area has been searched.

The search must take no longer than 15 minutes. The Police and then the parents of the pupil will be telephoned by a member of PSLT whilst the school search widens and review of CCTV continues by staff.

## 5 MISSING CHILD MANAGEMENT PLAN – OUTDOOR EDUCATION

As soon as a pupil is deemed to be missing without reason from an outdoor activity:

The member of staff will gather the other pupils together and take a register.

Then the member of staff will check the following options with the Preparatory School Office:

- \* *Attendance*
- \* *Main Reception*
- \* *Music lesson*
- \* *Club*
- \* *Activity*
- \* *Medical Centre*
- \* *Place2Be*
- \* *Learning support*
- \* *Sign in/sign out book*

If at this time a pupil is deemed missing, then the MCM plan or the MCM Out-of-hours plan should be invoked. (see above)

As well as following the MCM/ MCM out-of-hours plan:

The member of staff and pupils taking part in the outdoor education activity must stay where they are. If there is another staff member present, this staff member begins a search of the immediate and surrounding areas, taking with them a mobile phone to report back to school.

The PSLT member who has taken charge to delegate staff, will send a minimum of 2 staff members to check the outdoor areas (Johnians field, forest car park, pond, walking trail to the park and Little Acorns area).

### Checklists:

### **Pre-Prep Areas**

- 1) Pre-Prep Building: Form Teachers
  - Playground
  - Ground toilets
  - Stairwell and landings – including Medical Centre
  - Tree tops
  - Upstairs toilets
  - 1H
  - 1O
  - 1W
  - 2K
  - 2F
  - 2B
  - Bridge to Prep School
  - Head of Pre-Prep Office

### **2) Whole-School Areas:**

- 2a) 1H and 1O Teachers
  - Music School
  - SLC and car park
  - Chapel
- 2b) 1W and 2K Teachers
  - Dining Hall (including toilets)
  - Upper Library
  - Cloisters
  - Deaton Theatre
- 2c) 2B and 2F Teachers
  - Prep School Building
  - Martin Centre
  - Outdoor areas, playgrounds, Gilderdale car park, Johnnians field

### **Prep School Areas:**

- 3) Prep School Building: PSLT
  - 3a) Outside
    - Front playground
    - Back playground
    - Gilderdale car park
  - 3b) Ground Floor (including landings)
    - PS Office
    - SLH's office
    - Adult toilet

- Reception toilets
- RB
- RR
- RS
- Reception Playground
- Art Room
- PS Work Room
- DH offices x2
- Meeting Room
- Stationery Cupboard
- Landing
- Costume cupboard
- Lift

3c) 1<sup>st</sup> Floor (including landings)

- 3H
- 3Y
- Library
- Computing Room
- 4P
- Learning Support Room
- 4C
- Adult toilet
- Pupil toilets
- PA to Head of Prep Office
- Waiting Area
- Head of Prep Office
- Lift

3d) 2<sup>nd</sup> Floor (including landings)

- Head of Pre-Prep Office
- Science Room
- 5W
- 5H
- Adult toilet
- Pupil toilets
- Senior Deputy Head's Office
- 6A
- 6O
- Bardell Hall
- Lift

3e) Prep School Roof

- Landings
- Kitchen
- Roof

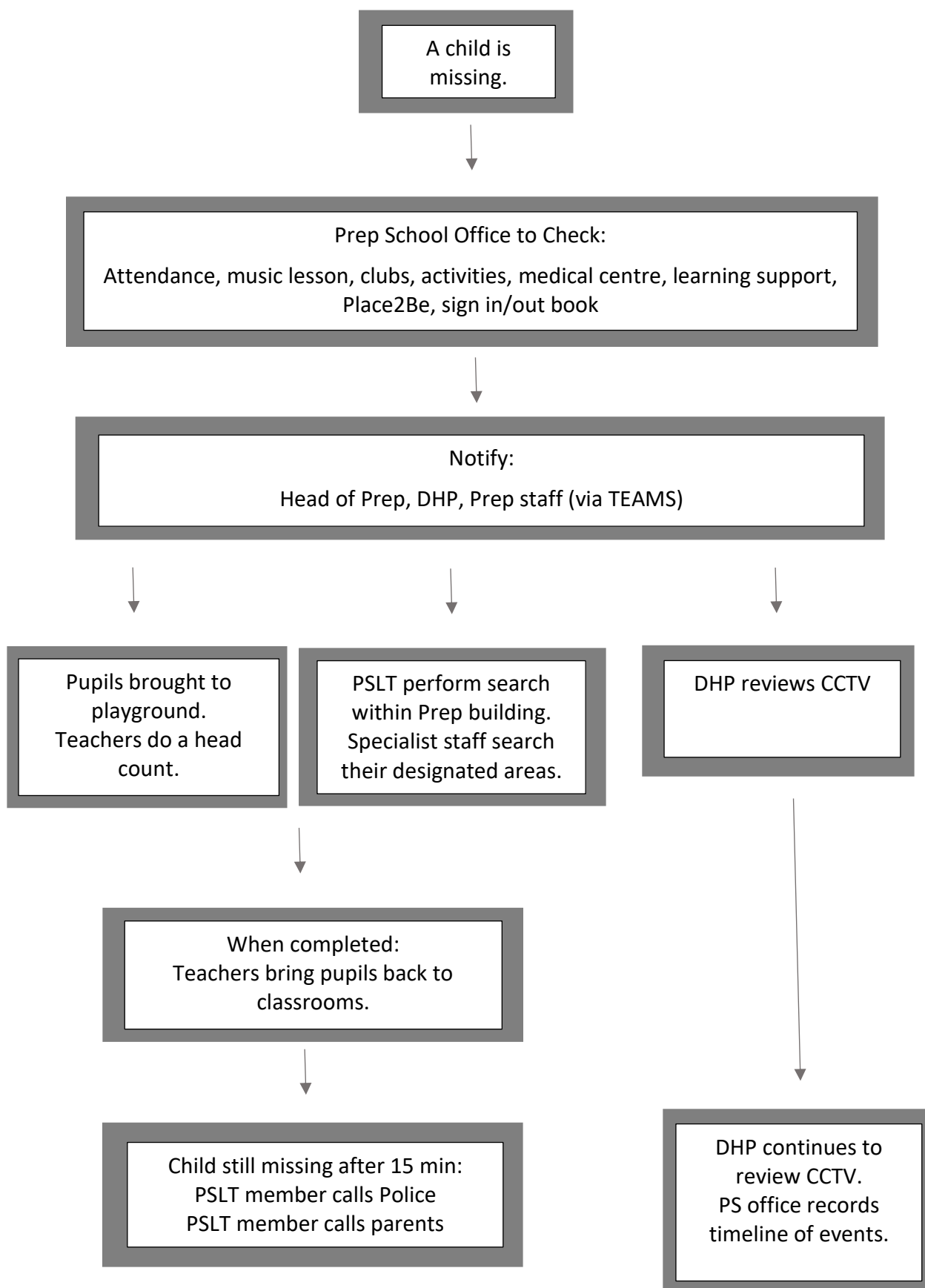
- Lift

**4) Whole-School Areas:**

- 4a) Music Teacher/ Head of Drama/ Yr6 TA
  - Music School
  - SLC/ car park
  - Chapel
- 4b) Head of Science/ Head of Dance/ Yr5 TA
  - Dining Hall (including toilets)
  - Upper Library
  - Cloisters
  - Deaton Theatre
- 4c) Head of Computing/ Head of Mandarin/ Head of Art
  - Pre-Prep Building
  - Martin Centre
  - Outdoor Area (playgrounds and Johnians field)

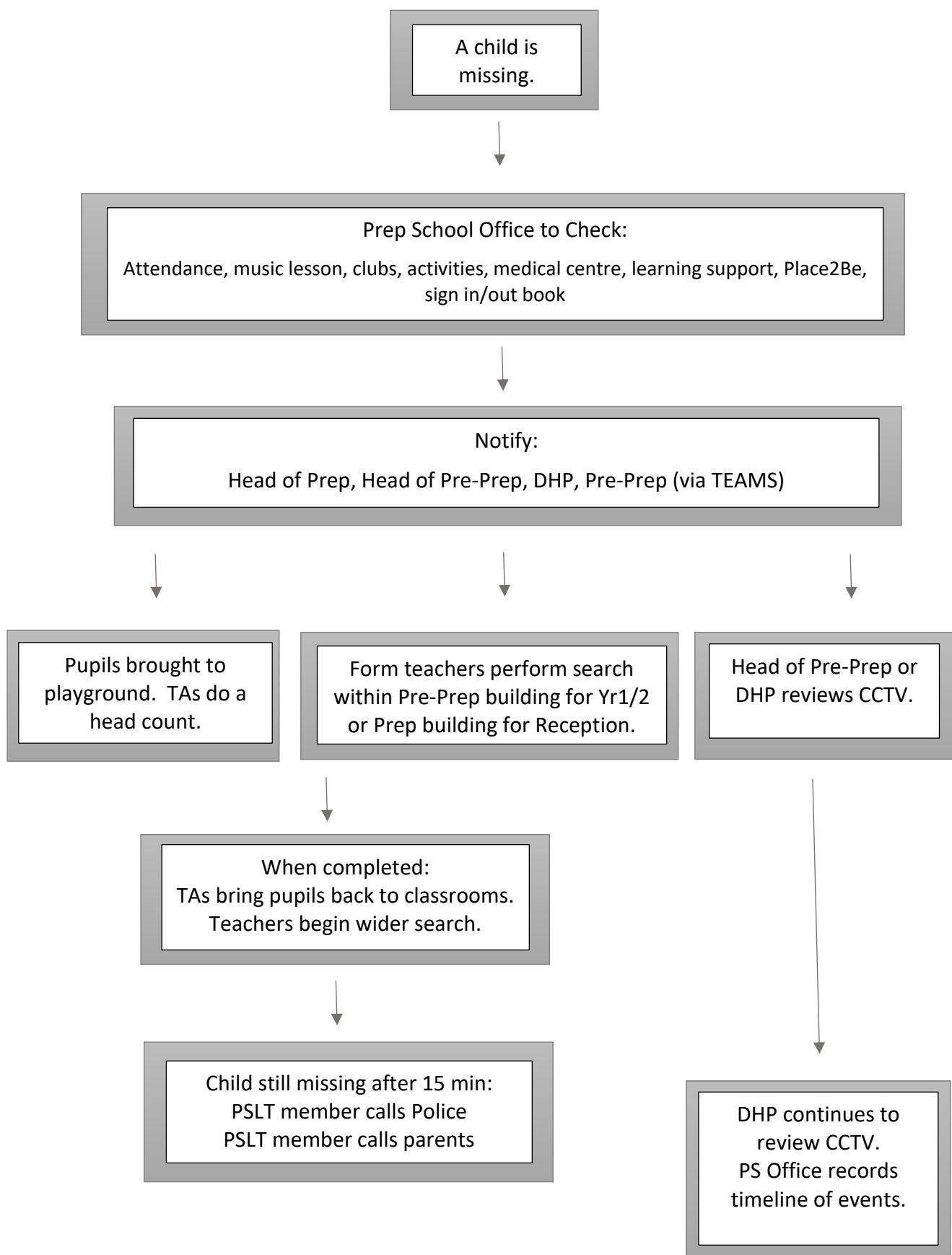
Missing Child Management Plan

Prep: Years 3-6



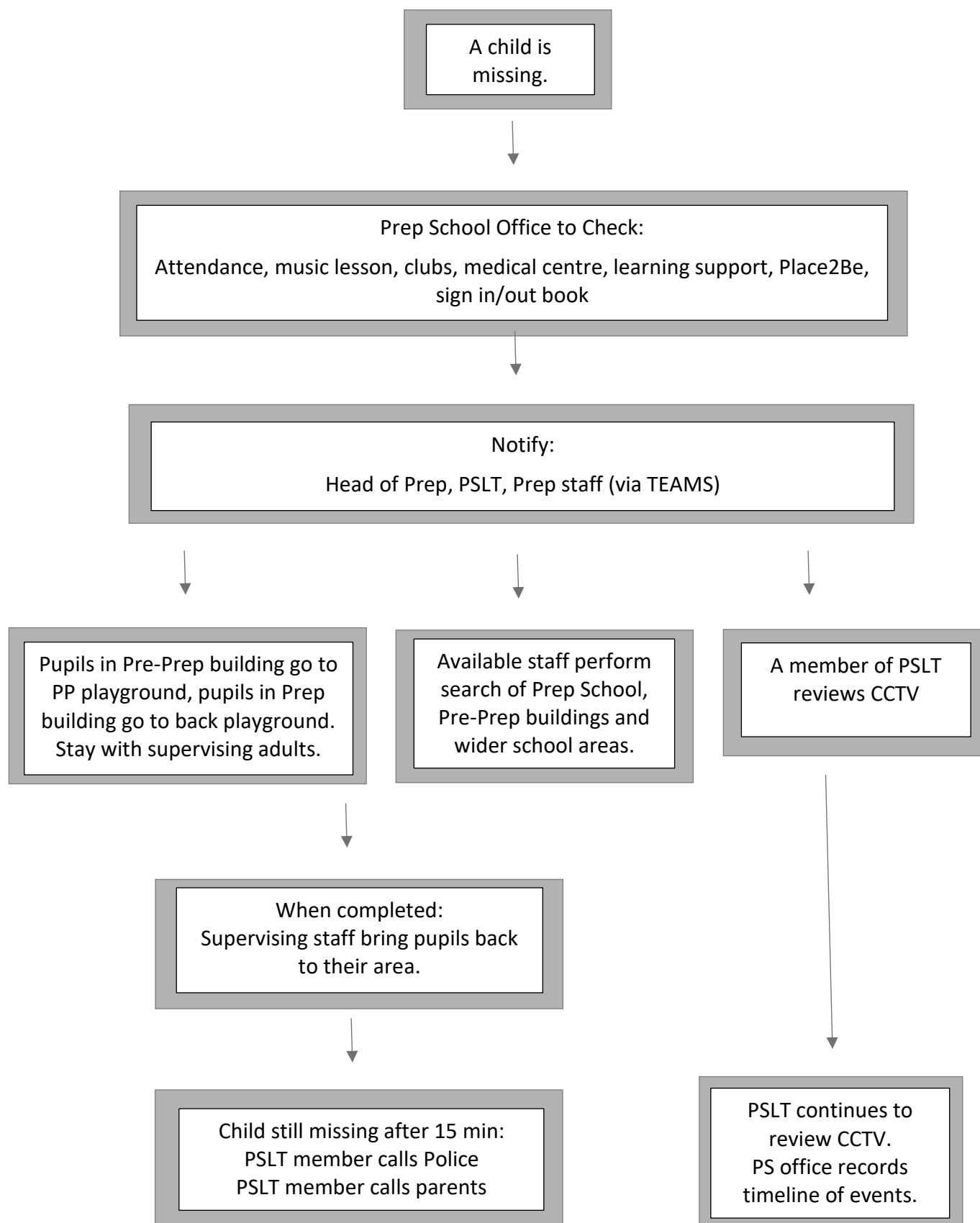
Missing Child Management Plan

Pre-Prep: Years R, 1 and 2

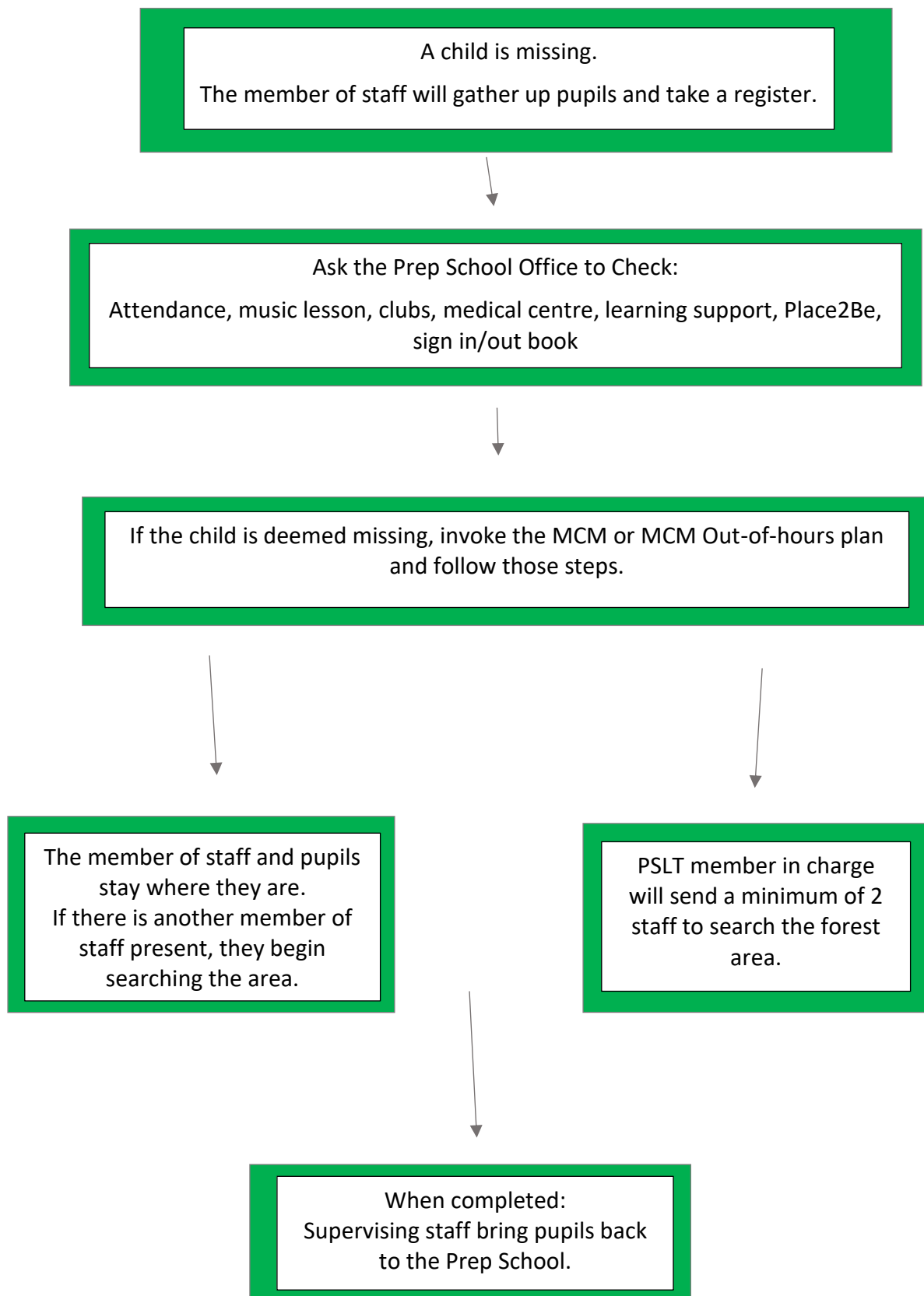


## Missing Child Management Plan – Out of Hours

### Wrap-around Care



Missing Child Management Plan – Outdoor Education





## 9 SENIOR SCHOOL PROCEDURES

### 9.1 In the event of a pupil not being present at a lesson, registration or activity:

- 9.1.1 Parental and carer notification of pupil absence from School
- 9.1.2 For planned absence, such as for a medical or other appointment, parents and carers should ask permission in advance by writing to or emailing the relevant School Office, this will only be approved by the relevant Head of School.
- 9.1.3 For unplanned absence, for example in the case of illness, parents and carers should contact the relevant School Office by email or telephone.

### 9.2 Signing in and out

- 9.2.1 If a pupil arrives in School after 08:35am or leaves before 16:00pm, for whatever reason, they must sign in or out at Reception, as appropriate. The reception and or the School Office staff then update the electronic registration data. Where a pupil wishes to sign out during the School day, and Reception has not received notification from the School Offices that permission has been granted from the relevant Head of School, Reception will contact the relevant School Office who will contact home; the pupils will not be released until the office is satisfied that the absence is for a legitimate reason of which the parent/carers is aware.
- 9.2.2 The exception to this is for Sixth Form pupils, who may sign out of School between 12.5pm and 13.50pm. The Head of Section (DDSL) and Deputy Head Pastoral (DDSL) are informed of any pupil who has not signed back in by the end of lunchtime and the missing child management plan is activated.

### 9.3 Before School and Registrations

Before official School operational hours, the reception is open from 7AM. A member of the Senior Leadership Team is always on duty until 18:00pm. The Reception and Office Staff have this information to support them if needed. In addition to this the reception has a member of staff allocated from 7am to 6pm.

Accurate and up-to-date registration data is essential within the context of this policy but also in the case of fire. Registration should always take place at the start of a lesson, games or activity session. Please read the Attendance and Punctuality Policy on further information regarding our internal punctuality processes.

It is the responsibility of the member of staff concerned to register the presence or absence of all pupils at any lesson. The register should be taken within the first 5 minutes of the lesson. The member of staff is asked to record as present only those physically there at the lesson, games session, activity, trip etc. Under normal circumstances this will be using the electronic registration process (iSAMs). If for any reason this is not available (if for example the lesson is taking place away from a classroom, or a computer is not working), the member of staff must take a paper register and pass this information to the relevant School Office or offices or to Reception, either by email, by telephone or by sending a pupil as soon as possible. At the very least such a paper record must show the name of those absent, or confirm there are no absentees. This is a professional

responsibility of all.

#### 9.4 After School

- 9.4.1 If parents and carers contact the School at the end of the day because their son or daughter has not come out of School or has not returned home, the senior leadership team member of staff on 'Senior Duty' is contacted by Reception or School Office, once it has been established as far as possible that the pupil is not on the School site. If the pupil cannot be found, parents are advised to contact the Police. The Designated Safeguarding Lead, relevant Head of Section, Deputy Head of Pastoral, the Bursar and Warden must be informed.
- 9.4.2 **Games lessons and Sports Fixtures** - Registers for sports fixtures are updated by the Sports Administrator. All lists are sent to the Offices to keep safe and secure with the fire registers. Staff are expected to update registers for pupils away from the main site on the App. If pupils are offsite during registration, the Sports Administrator updates prior to the fixture. For pupils in, e.g. EPP or swimming and onsite, we are sent the registers and update as present after morning registration.

#### 9.5 Activities

- 9.5.1 For activities taking place after School the member of staff running the activity takes a register of those present and is responsible for these pupils in the case of an emergency or evacuation.

#### 9.6 Educational Visits

- 9.6.1 Registers are taken on departure, during travel and prior to return for day visits; morning and evening and following each activity for Residential visits.

#### 9.7 Identification of and response to unexpected absence

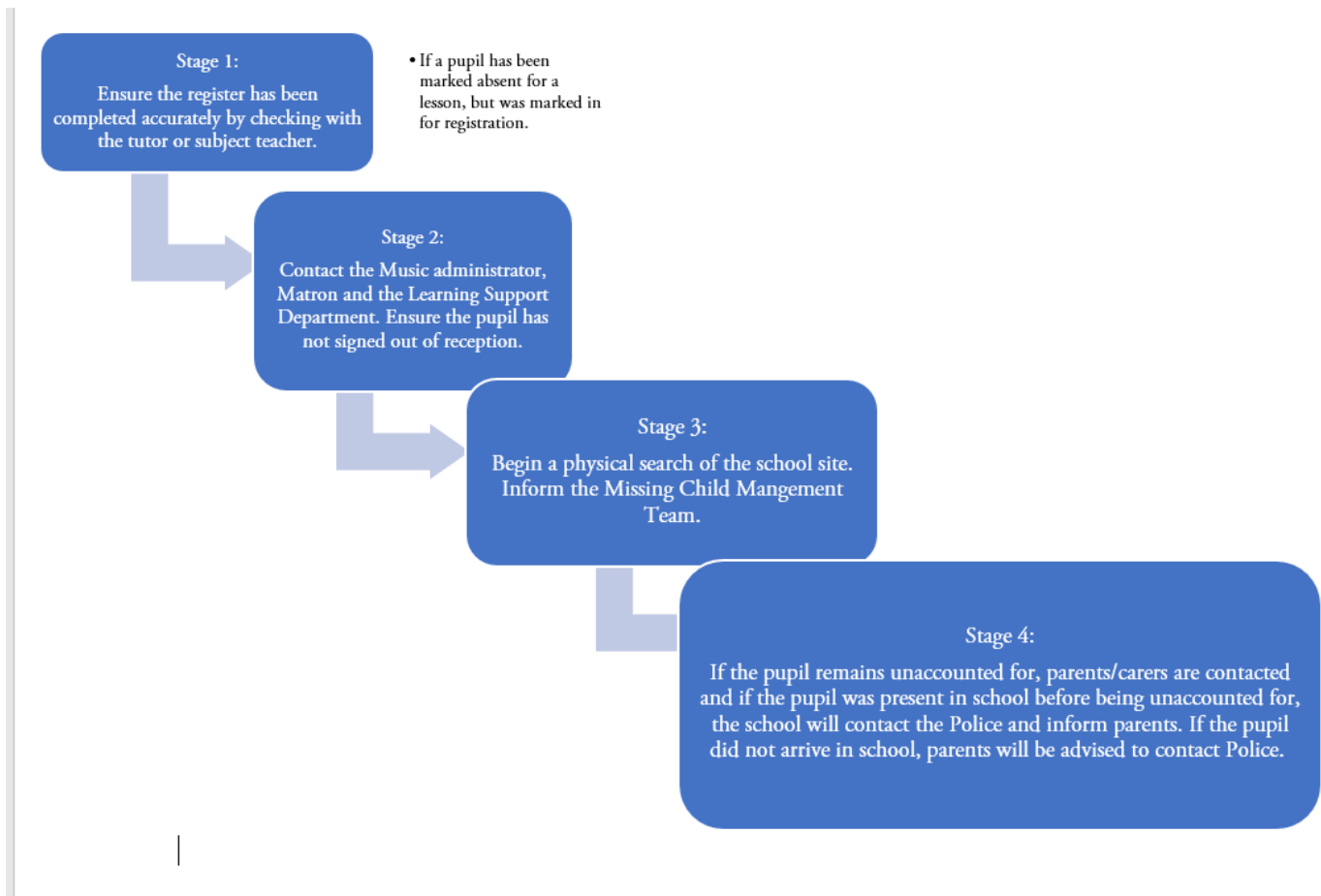
- 9.7.1 Absence at morning registration: Form and lesson registers are checked for absentees at 9.20am by the Main School Office. If a pupil is marked absent at registration and also on the lesson register for Period 1 and no request for absence has been received, parents and carers are contacted at 9.30am the latest.
- 9.7.2 In most cases the parents and carers would be advised to contact the Police if the child did not make it into school. In particular circumstances the Deputy Head Pastoral (DDSL) or Heads of Sections (DDSL) may inform the Police if we feel the child is at risk of harm to themselves or others, based upon any contextual information.
- 9.7.3 Absence from Period 5: Registers are also checked for absentees at 2.30pm by the Main School Office. Where a pupil is marked present at morning registration and is not present in Period 5, with no request for absence having been received, a search is made. Parents and thereafter the Police will be the contacted if all reasonable searches have been made and the pupil has not been located.

- 9.7.4 The Deputy Head Pastoral (DDSL) or Senior School office will inform the Staff within the Child Missing Management Team (6.9.4) via a group WhatsApp message and or telephone communication
- 9.7.5 The School Office will print off a photo of the missing child and available pastoral staff will assist in the site search. This may include members of the Estates Team.
- 9.7.6 In the case of lessons and games lessons on site, a record of those marked absent in each lesson is posted on ISAMS by the School Office to refer to and act on. If a pupil is marked present on the registration register but is absent from an activity, trip or games session off site, it is the responsibility of the member of staff registering the absence to contact the relevant School Office. In all cases, office staff will then do any or all of the following until the pupil is found:

#### 6.9.4 Missing Child Management Process and Team Members

Team Members consist of:

- Bursar
- Head of Sections (DDSL) (depending on year group of pupils)
- School Office Manager
- Deputy Head Safeguarding (Whole School Designated Safeguarding Lead)
- Deputy Head Pastoral (DDSL)
- Director of Compliance, Health and Safety
- Warden



In addition to the above please note the following:

- Stage 2 may also include checking Place2Be, the Library and speaking to pupils Head of House. This may also include speaking to peers of the pupil that is missing (dependent on the context of the situation).
- Stage 2 most likely includes notifying the IT Department to check any last known logins as well as CCTV that can assist in narrowing down the search or the pupil/s last known location.
- Timelines should be considered on a case-by-case basis.
- Staff will use professional judgement and risk assess the urgency of the situation to help inform the timeframe required in establishing the pupil/s whereabouts before notifying the police.
- If the situation has reached stage 4 the Missing Child Management Team will confirm actions as a team in a centralised meeting point (usually the Pastoral Office).
- If the search is ongoing the School will continue to liaise with the police and act in accordance with them.