



HAMPTON COURT HOUSE

FORTITER IN RE SUAVITER IN MODO

Missing Child Policy

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Missing Child Policy

Missing Child Policy at Hampton Court House School and Hampton Court House Daycare (hereafter known as Hampton Court House or HCH).

Statement of Intent

1. The safety and security of the children in our care are paramount. Every care is taken to ensure that the children are accounted for at all times when they are in our care.

Procedures

2. Each pupil who arrives at school is registered first thing in the morning following the pupil being handed over to the group teacher by their parent/carer, older children will come in on their own and make their way to their form room or tutor group. Staff maintain the appropriate high level of supervision throughout the session and are aware of the location of the children in their care at all times. The register is taken again in the afternoon.
3. When on excursions off the school premises, staff implement strategies to maximize the safety and security of the children in accordance with the school's *Trips and Offsite Visits Policy*. Full risk assessments are carried out. A list of all the children's names is carried by the trip leader and the children a split into small groups according to the proper staff/pupil ratios for the age of the children and the purpose of the trip or activity. Each group is managed by a separate member of staff.
4. The number of children is checked regularly by frequent roll calls.
5. However, in the unlikely event that after a roll call or at another time it is noticed that a child has gone missing, whether in school or out: The following procedures will be followed.
 - a. Staff will maintain safety and well-being of other children.
 - b. A roll call will be taken.
 - c. A member of the Senior Leadership Team and at least one other member of staff will search the immediate vicinity or school grounds. Going to places at which the child was last seen, tracing the routes that they may have taken.
 - d. If the child is not found after approximately 20 minutes, the Headmaster or his Deputy will contact the police and the SPA (020 8891 7969), and then endeavour to contact the parents of the missing child by telephone.
 - e. Once police arrive all relevant information about the child will be given. The police will then take over the search.
 - f. If off-site, the Group Leader will remain with the police to comfort the child when found and maintain regular contact with the school.
 - g. The remaining staff will return to the school with the rest of the children if off-site.
6. When the situation has been resolved, the Headmaster and SLT will review the reasons for this event happening and revise measures if necessary.