



FRANCIS HOLLAND SCHOOL

SLOANE SQUARE

Name of Policy**Author****Committee for Review & Approval****Date of Last Revision****Date of Committee Approval****Date of Next SLT Review****Date of Next Committee Approval****Regulation Number****Regulation Description****EYFS Missing Child Procedures**

Head of Junior School

Safeguarding Sub-Committee

December 2023

February 2024

Autumn 2024

Spring 2025

Section 3.73 E411

the procedure for dealing with the
circumstance of a child going
missing at, or away from, the
setting

To be read in conjunction with:

Keeping Children Safe in Education
2023

EYFS 2024 Statutory Framework.

Revision History	
This section should be completed by the reviewer each time this policy is reviewed	
Changes made [brief description of edits]	Date [Term and Year]
Minimal	AUTUMN 2022
Minimal changes to wording to make policy more clear	Autumn 2023

Availability of this document:

Copies of this document may be downloaded from our website <http://www.fhs-sw1.org.uk>, or are available on request from the school office, Francis Holland School, 39 Graham Terrace, London, SW1W 8JF.

This policy applies to all FHS Trust Schools. Where there are differences in procedures between the schools this has been clearly highlighted in the appendices.

Procedures for a missing child in EYFS and pupils at FHS

Every adult who works at Francis Holland School has been trained to appreciate that he or she has a key responsibility for helping to keep all children safe at all times. Our staffing ratios are designed to ensure that every child is supervised the whole time whilst she is in our care.

We ensure that:

- There are two security members of staff at the gate at the start and end of the day.
- CCTV is in operation throughout the school and is monitored.
- We take the register in the morning and afternoon.
- For each transition staff are requested to do a verbal headcount.
- We hand over the children to the parents/carers at the end of the day.
- Children in the EYFS are never left unattended. A member of EYFS accompanies them to all specialist lessons and the bathroom when there is no member of staff in the Year 1 classroom.
- **Going home:** Parents are asked to inform the class teacher and school office in advance, or on the day, if there are to be any changes in the person collecting the child. The Junior School Office keeps a record of this. If no photograph is given, then the person collecting must bring photographic ID.
- **Late collection:** for whatever reason a child is not collected on time they are supervised in Sisters' Club by Junior School staff until they are collected.
- **On outings:** frequent head counts are conducted, registers are referred to, adults stand at the front and back of the line, children hold a partner's hand.
- **On outings:** we ensure a higher ratio of 1:6.

ACTIONS TO BE FOLLOWED IF A CHILD GOES MISSING FROM THE SCHOOL

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child was found to be missing, we would carry out the following actions:

- A sweeping system will be put into action, with staff members searching in a systematic manner. Junior School Office and SLT alerted.
- The EYFS Teacher and TA would remain with the class.
- The Junior School Administrator would disseminate a photo of the missing pupil.
- Take a register in order to ensure that all the other children are present in the morning and in the afternoon.
- Inform the Head of the Junior School and the Headmistress.
- Ask all of the adults and children calmly if they can tell us when they last remember seeing the child.
- The EYFS Teacher and TA will occupy all of the other children in the classroom.
- At the same time, arrange for one or more adults to search everywhere within the EYFS areas and the School site, both inside and out, carefully checking all spaces, cupboards, toilets where a small child might hide.

If the child is still missing, the following steps would be taken:

- The Headmistress/Head of Junior School will ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the School at once.
- At the Headmistress's discretion the Police will be notified.

- The Headmistress/Head of Junior School would arrange for staff to search the rest of the school premises and grounds again.

A full record of all activities taken up to the stage at which the child was found will be made. If appropriate, procedures would be adjusted.

ACTIONS TO BE FOLLOWED IF A CHILD GOES MISSING ON AN OUTING

- An immediate head count would be carried out in order to ensure that all the other children were present.
- An adult would search the immediate vicinity, while other adults supervise all other children and keep them together in one place.
- The remaining children would be taken back to school if feasible in relation to the distances involved.
- Inform the Headmistress/Head of Junior School by mobile phone.
- The Headmistress/Head of Junior School to ring the child's parents and explain what has happened.
- Contact the venue Manager and arrange a search if applicable
- The Police will be contacted as required.

A full record of all activities taken up to the stage at which the child was found would be made. If appropriate, procedures would be adjusted.

ACTIONS TO BE FOLLOWED BY STAFF ONCE THE CHILD IS FOUND

- Talk to, take care of and, if necessary, comfort the child. Arrange for first aid to be administered, if necessary.
- Speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing.
- The Headmistress/Head of Junior School will speak to the parents to discuss events and give an account of the incident.
- The investigation should involve all concerned providing written statements.
- The report should be detailed covering: time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, the length of time that the child was missing and how she appeared to have gone missing, lessons for the future.
- Procedures should be amended/updated and any training, identified as necessary, implemented.