

## EYFS Missing Child Policy and Procedures

**This policy applies to:**

Francis Holland Regent’s Park Francis Holland Sloane Square Francis Holland Prep

Where there are differences between the schools these have been clearly highlighted.

Policy owner	Prep: Head of EYFS
Type of policy	Regulatory - Regulation number: Section 3.73 E411 the procedure for dealing with the circumstance of a child going missing at, or away from, the setting.
Last reviewed / approved by / date	Safeguarding Sub-Committee – February 2025
Next school review due	Autumn 2025
Next council review due	Spring 2026
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Linked Policies	Early Years Foundation Stage Statutory Framework 2024 (Paragraph 3.82)

<b>Revision History</b>	
This section should be completed by the reviewer each time this policy is reviewed	
Changes made [Brief description of edits]	Date
Minimal	Autumn 2022
Minimal changes to wording to make clarify actions	Autumn 2023
Update for Francis Holland Prep	August 2024
One change, page 2 (FHP ensures that.....)	January 2025

# EYFS Missing Child Policy and Procedures

## Introduction

Every adult who works at Francis Holland Prep School (FHPS) 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.

## Francis Holland Prep Ensures That:

- There at least one security members of staff at the gate at the start and end of the day;
- CCTV is in operation in key areas of the school and is recorded and regularly checked;
- A register is taken in both the morning and afternoon;
- For each transition staff are requested to do a verbal headcount;
- Staff hand over the children to the parents/carers at the end of the day;
- Children in the EYFS are never left unsupervised and always within sight or hearing of staff. A member of EYFS accompanies them to all specialist lessons.

## 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 Prep 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 Bus Club by Prep School staff until they are collected.

## Outings/School Trips

- 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;
- Ensure a higher ratio of 1:4.

## Actions To Be Followed If A Child Goes Missing From The School

FHPS's procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child is found to be missing, the following actions will be immediately acted upon:

- A sweeping system will be put into action, with staff members searching in a systematic manner. Prep School Office and SLT alerted;
- The EYFS Teacher and TA will remain with the class;
- The Prep School Administrator will circulate a photo of the missing pupil;
- A register will be taken to ensure that all remaining children are present.;
- The Head of the Prep School and the Head of Sloane Square will be informed;
- All of the adults and children will be asked calmly when they last saw the child;
- The EYFS Teacher and TA will occupy all of the other children in the classroom;
- At the same time, arrangements will be made 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 Actions Will Be Taken

- The Head of the Prep 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 Head of Prep's discretion, the Police will be notified.
- The Head of the Prep School will 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 is found will be made. If appropriate, procedures will be adjusted.

## Actions to be Followed if a Child Goes Missing on an Outing

- An immediate head count will be conducted to ensure that all the other children are present.
- An adult will search the immediate vicinity, while other adults supervise all other children and keep them together in one place.
- The remaining children will be taken back to school if feasible in relation to the distances involved.
- The Head of the Prep School and Head of Sloane Square will be informed by mobile phone.
- The Head of the Prep School will ring the child's parents and explain what has happened.
- If applicable, the venue Manager will be contacted, and a search will be arranged.
- The Police will be contacted as required.

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

## Actions to be Followed by Staff Once the Child is Found

- A member of staff will talk to, take care of and, if necessary, comfort the child. First aid to be administered, if necessary.
- A member of staff will speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing.
- The Head of the Prep School will speak to the parents to discuss events and give an account of the incident.
- The investigation shall involve all concerned providing written statements.
- The report will cover the following:
  - Time and place;
  - Numbers of staff and children(ratio);
  - When the child was last seen;
  - What appears to have happened;
  - The length of time that the child was missing;
  - How she appears to have gone missing; and
  - Lessons for the future.
- Procedures will be amended/updated and any training, identified as necessary, implemented.