

# Bedales Pre-prep Missing Child Policy

## INCLUDING EYFS

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Author	The Head of Bedales Pre-prep
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Approval Body	The Head of Bedales Pre-prep
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*Tick relevant box(es) ✓ how this Policy should appear:*

Inspector Folder		
Website	Upload	✓
	Signpost	
Internal only		
Parent Portal		
For Pupils/Students		

# Bedales Pre-prep Missing Child Policy

## Missing Child Policy

At Bedales Pre-prep we do our utmost to ensure the safety and wellbeing of every child in our care. The Designated Safeguarding Lead for Bedales three Schools is Jen Moore and the Deputy Designated Safeguarding Lead with responsibility for Pre-prep is Camilla Bell. Leanne Payne is the EYFS Deputy Designated Safeguarding Lead.

### Prevention

- A register of attendance is taken by a member of staff in each class at the beginning of the day and after Orchard play. The Nursery staff complete an individualised register for each day. Including a differing list of children for lunch and afternoons where applicable.
- Following morning and Orchard play, class teachers or TA's check that all children are present.
- The Pre-prep Office is able to access registration details at all times.
- If a child has not arrived by 9.00am the school office will phone home.
- Parents of late arrivals (including Nursery children) must inform the school office that the child is now in school. (Parents / children need regular reminders of this procedure.) Late arrival information is then added to the registration.
- Children are made aware of the boundaries on the top playground and the Orchard. They are also reminded that gates are not to be climbed.
- Teachers on duty check that all gates 'are' shut before Orchard play begins.
- Regular inspections of the fencing around each play area is made by the Health and Safety Co-ordinator.
- Children are supervised at all times inside and out. Children are told that they can only play where they can be seen by an adult.
- The school is locked during the day and all visitors must ring the bell to alert the school office. The external doors to the boot room and the staffroom and the internal door between the Pre-prep and the Prep are locked.
- Visitors to the school must sign in at the school office and wear a badge. Unfamiliar visitors are escorted ie: external contractors, and staff are notified.
- On school outings a class list is taken, children are accompanied at all times and regular head counts are taken during the visit. (see Bedales Pre-prep Educational Visits Policy)

## Procedures for a missing child

On first suspicion that a child is missing from Pre-prep, the following procedures must be adhered to unless there is any cause to believe that the child may have been harmed or at risk of being harmed or has a history of missing episodes or known to be risk of exploitation then the police must be called immediately on 999.

- Check child collection arrangements and knowledge of child's absence with the school office.
- Inform Head and/or Deputy Head.
- Talk to children to ascertain last known whereabouts and circumstances leading to disappearance.
- Find out child's home address to see if they live on site.
- Sound fire alarm for check of full school register. (Facilities)
- Inform Bedales and the Prep and mobilise staff including facilities to help in the search. (School Office) Circulate child's photo to each school (on ISAMS).
- Search the building and grounds including the Prep followed by Bedales.
- One member of staff to remain in the Pre-prep office.
- Repeat search of school by staff. (Co-ordinated by Head and Facilities) Staff to carry mobile phones and to liaise with school office. Staff to report back to school office after 10 minutes.
- Remaining children to go to the Library with two members of staff.
- Telephone parents and inform police about missing child giving details of circumstances and as many details of the child as possible including a photograph, clothing, home address, telephone numbers and email address.

These procedures must be displayed in staff room so all Pre-prep Staff are familiar with this procedure. Supply staff also need to be familiar with procedures.

On an Outing and a child is lost

- See Educational Visits Policy

Following the Incident

Head to make a report of the incident and relevant authorities informed if required.

ISI to be informed.