

# Fyling Hall School

## Missing or uncollected Children Policy



If staff suspect that a pupil is missing they will follow the following procedure:

- 1 Check the signing out book.
- 2 Speak to duty staff and pupils in his/her dormitory/class and friends.
  - What was the person wearing? Make sure that you have a clear description of their clothing/appearance.
  - Did she/he have any money?
  - Does she/he have a local relative/guardian where she/he may have gone?
- 3 Inform the Headmaster: 07815190785
- 4 Conduct a search of the building/grounds.
  - Use the prefects & Year 12 to search their allocated areas
  - If the missing pupil is not found during the search a whole School Fire Drill will be conducted to account for all other pupils and to see if the missing pupil responds.
- 5 Use the school minibus to search the village and A171 between Hawsker and Fylingdales Service Station (The Flask).
- 6 Inform the police on 01947 603 443 or 01723 500 300. This should always be within one hour of you suspecting that a pupil is missing. The lag time before informing the police may be shorter depending on the age of the missing child and the time of day.
- 7 Inform the parents/guardians and explain the situation in detail.
- 8 Liaise with the police when they arrive to take all the available details on the missing child.

In the event of a child becoming lost, while in the care of the Junior School, the Junior School will immediately put into place the procedures detailed below. This is in addition to the procedure outlined above for pupils in the Senior School. These procedures are designed to ensure that a systematic approach is taken to find the child and consideration is given to the levels of risk to the child and the other children in the Junior School.

We will ensure a search is made for the child as soon as possible, parents and authorities are notified at the appropriate stage, and a high level of care is maintained towards the other children while procedures are followed.

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### **If a child goes missing from the Junior School:**

- The person in charge will carry out a thorough search of all the rooms in the building, outside perimeter and play areas.
- The remaining children will be given over the care of another teacher in the Junior School. The Office will be informed immediately and extra personnel from the Senior School will be assigned to help with the search.
- A register is taken of all the other children to ensure that no other child has also gone astray.
- The children will be sensitively asked whether they have seen the child who is missing, as will all adults, so that it can be established who was last to see the missing child, when and where.
- Doors and gates are to be checked to see if there has been a breach of security whereby a child could wander out.
- The person in charge of the search should talk to the other staff members to establish what happened.
- If the child is not found, the parent or carer should be contacted immediately (alarming them as little as possible) and the missing child is to be reported to the police.
- If the child lives within walking distance where the children are, one adult should make the journey on foot to see if the child has made their way home.

### **Out of School**

- If a child goes missing from an outing, where parents are not attending and responsible for their own child, the Junior School must ensure that the following procedures are put into place:
- As soon as it is noticed that a child is missing, staff on the outing should ask the children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One member of staff should then search the immediate vicinity but not beyond that.
- A member of staff should make contact with school to indicate that there is a potential problem so that another member of staff can be put on standby should further assistance be required.
- The venue employees should be informed that a child is missing.
- Staff should take the remaining children back to the Junior School.
- The person in charge of the visit should contact the child's parent or carer (alarming them as little as possible) who should be asked to make their way to the Junior School or the outing venue as agreed with the person in charge.
- The staff should contact the police and report the child as missing.

### **When The Child Is Found**

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- Two members of staff will care for and talk with the child, bearing in mind that he/she may be unaware of having done anything wrong or, alternatively, may also have been afraid and distressed and may now be in need of comfort.
- Other adults present will take the opportunity to speak to the remaining children to ensure that they understand that they must not leave the premises and why.

### **After The Incident**

- One of the teachers will sensitively discuss with the child's parents the events surrounding the disappearance of the child.
- If appropriate, a short meeting will be held at the end of the session/start of the following day or a note will be sent home with the children to give parents brief, accurate information about the incident, as soon as possible, for reassurance.
- The details of the incident should be reported to the Headmaster:
  - the date and time of the report;
  - what staff/children were in the group/outing;
  - when the child was last seen in the group/outing;
  - what has taken place in the group/outing since then; and
  - the time it is estimated that the child went missing.

### **Uncollected Child**

In the event of a pupil not being collected at 4.15pm as intended, the pupil will wait in the School Office with the office staff.

Office staff will try and make contact with parents/guardians. When contact has been made with parents/guardians and arrangements for late collect made, the pupil should either wait in the Senior School Office or, if collection is going to be late, is escorted to one of the junior boarding houses and registered with Matron to await collection. On arrival at school the parents/guardians should report to the Senior School Office.

If contact cannot be made with parents/guardians the pupil will go to the boarding house, as above, until arrangements for collection can be made.