

Habs

HABERDASHERS'
ELSTREE SCHOOLS

Missing Child Policy

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1 Introduction

The School has a statutory duty of care to all its Students to provide a safe environment and to ensure their health, safety and welfare.

It should be noted that a missing child could potentially be at risk of abuse or neglect. We are alert to that possibility and will notify all relevant authorities if it is deemed necessary – see the School's Safeguarding Policy.

Ultimately, if a member of staff deems a child to be missing having followed a procedure set out below or under any other circumstance, the Designated Safeguarding Lead should be notified immediately. Communications with parents and the appropriate services (particularly the police) are an integral part of the procedure and all instances of a lost/missing child must be reported to the Senior Management Team and the appropriate investigations made.

2 Terminology

the Head, where not explicitly defined, means either the Head of the Girls' School or the Head of the Boys' School.

the Parents includes one or both parents, a legal guardian, or education guardian.

the School means Haberdashers' Aske's Elstree Schools Limited as Trustee of Haberdashers' Aske's Charity trading as Haberdashers' Girls School **and/or** Haberdashers' Boys' School, as now or in the future constituted (and any successor).

Student or **Students** means any student or students in the School at any age.

3 Aim

The aim of this policy is:

- To ensure the safety and security of all Students
- To ensure that we are able to find any Student that is deemed missing either in School or on an activity outside School as quickly and as efficiently as possible
- To communicate effectively and to an appropriate timescale with everyone concerned.

4 Missing Child Procedure at Registration

4.1 Haberdashers' Boys' School

4.1.1 *Pre-Preparatory School including EYFS*

- Registration is taken by the Form Teacher by 8.45am
- Students' absence is checked by the Secretary against notes made on iSams from pre-arranged absence authorisation or by email
- In the event of an unexplained absence, the Secretary will go directly to the classroom and check with the Class Teacher, then ring Parents or emergency contact directly by 9.00am
- If a Student is unexpectedly absent, a thorough search of the premises will be made

- If the Student is not found after 10 minutes and deemed missing, the Head of Pre-Prep will contact the Parents of the missing Student by telephone and NOT by email and notify them that the School will contact the police.
- The Head of Pre-Prep School will contact the police and will take over the search. Refer to Appendix A.

4.1.2 Preparatory School

- Registration is taken by the Form Teacher at 8.30-08.45am and again in the afternoon at 1.30pm.
- Students' absence is checked by the Prep School Receptionist against notes made on iSams from pre-arranged absence authorisation or by email
- In the event of an unexplained absence, at 8.50am the Preparatory School Receptionist will go directly to the classroom and check with the Form Teacher and the music school before ringing Parents or emergency contact directly.
- If a Student is unexpectedly absent, a thorough search of the premises will be made and all staff on site will be informed
- If the Student is not found after a further 25 minutes and deemed missing, a member of the Preparatory Leadership Team will contact the Parents of the missing Student by telephone and NOT by email and notify them that the School will contact the police
- A member of the Preparatory Leadership Team will contact the police and will take over the search.

4.1.3 Senior School

- Registration is taken by the Form Teacher by 8.45am and by the subject teacher by 2.10pm
- If the Student has not been registered as present at morning registrations and no message has been received from their Parents, other possible whereabouts are explored by the person responsible for checking absence
- Once these are exhausted, the Student's Parents will be contacted
- If, following conversation with a Parent or other emergency contact absence is still unexplained, student is suspected "missing": refer to Appendix D
- Where a student is not accounted for at p4 registration, the missing child process Appendix D will be actioned
- For all other lessons, staff should email 'absences@habsboys.org.uk' if a child is unaccounted for in their class and they are a vulnerable child or on the pupil concerns list.

4.2 Haberdashers' Girls' School

4.2.1 EYFS and Junior School

- Registration is taken by the Class Teacher by 8.35am
- Students' absence is checked by the Junior School Receptionist against notes made on iSams from pre-arranged absence authorisation or the daily absence line
- In the event of an unexplained absence, the Junior School receptionist goes directly to the classroom and checks with the Class Teacher, then rings Parents or emergency contact directly by 9.00am
- If, following conversation with a Parent or other emergency contact absence is still unexplained, student is suspected "missing": refer to Appendix C

4.2.2 Senior School

- Students are registered by their tutor during AM registration and at the start of every lesson by their subject teachers. Teachers ascertain if students are missing at the

beginning of every supervised lesson. Any absentees are flagged to absencealert@ by the teacher.

- In the event students in Key Stage 3 and 4 are not in a supervised session (e.g. study period) and so not registered by a supervising teacher, students will be checked as present in their allocated room by a member of the admin team who will then follow up on any absences, flagging it to absencesalert@.
- If the Student has not been registered as present at one of these points, and no message has been received from their Parents, other possible whereabouts are explored by the person responsible for checking absence.
- Once these are exhausted, the Student's Parents will be contacted
- If, following conversation with a Parent or other emergency contact absence is still unexplained, following conversation with a Parent or other emergency contact absence is still unexplained, student is suspected "missing": refer to Appendix D.

5 Missing Child Procedure during the School Day

If a staff member identifies a pupil as missing from their expected location during the School Day, immediate action is required as outlined in the procedures set out in Appendices A to D.

6 Missing Child Procedure on Educational Visits

Whilst on excursions outside the School premises, staff implement strategies to maximise the safety and security of the children in accordance with the School's Educational Visits Policy. However, in the unlikely event it is suspected that a Student has gone missing, the following procedure will be followed:

- Staff will maintain the safety and well-being of the other Students
- A roll call will be taken
- The visit leader will instigate a search by staff of the immediate vicinity
- If after 15 minutes (or time deemed appropriate), the Student has not been found, the visit leader will inform the Senior Leadership Team and contact the police. The police will then take over the search and the Student's Parents will be informed
- The visit leader will remain with the police to comfort the Student when found and maintain regular contact with the School and Parents.

7 Reporting

Whether the incident occurs in School or on a trip, the member of staff directly involved will, once the Student has been found, write a report detailing:

- The date and time when it happened
- What staff were present
- When and where the Student was last seen
- What was taking place at the time
- Estimate of time when the Student went missing.

A copy of this report should then be forwarded to the Designated Safeguarding Lead who will investigate any suspected child protection issues.

Appendix A

Boys' EYFS and Pre-Prep School Missing Child Procedure during the School Day

Students are registered at key points during the day. A child is deemed "missing" if the Student is not present when the register is taken and there is no other explanation as to their whereabouts.

On suspicion of a "missing" Student – actions in priority order

1. Establish the last known position of the Student via peers, teachers etc
2. Check toilets
3. Check changing rooms
4. Check classrooms
5. Check playground
6. Check hall
7. Notify the Head of Pre-Prep School and in their absence, or if they cannot be contacted, a member of the Preparatory Leadership Team

After 10 minutes of Student "missing"

1. The Head of Pre-Prep School or a member of the Preparatory Leadership Team to notify the Parents by telephone
2. Alert all staff

After a further 10 minutes of Student "missing"

1. The Head of Pre-Prep School or a member of the Preparatory Leadership Team to contact police and report "missing" Student
2. All relevant information about the child should be given to the police
3. Continue search until police arrive and take over co-ordination.

Appendix B

Boys' Prep School Missing Child Procedure during the School Day

A child is deemed "missing" if the Student cannot be located in the medical centre, classrooms, departmental areas, games field or wherever they should be located.

On suspicion of a "missing" Student – actions in priority order

- 1.1 Establish the last known position of the Student via iSAMS, peers, teachers etc
- 1.2 Check toilets
- 1.3 Check changing rooms
- 1.4 Check classrooms and outdoor classroom
- 1.5 Check Library
- 1.6 Check playground
- 1.7 Check hall
- 1.8 Call Medical Centre and Counsellor's room
- 1.9 Call Student on mobile (if known)
- 1.10 Notify a member of the Preparatory Leadership Team
- 1.11 Check with Prep Office if there is any further information

After 15 minutes of Student being deemed "missing"

- 2.1 Establish a central co-ordination point with telephone and computer
- 2.2 Alert all appropriate staff by use of the School's radio network
- 2.3 Inform appropriate staff of the central co-ordination point
- 2.4 Produce large colour photographs of the "missing" Student
- 2.5 Alert Estates Team and Caretakers to monitor the exit points of the School
- 2.6 Alert Reception
- 2.7 Alert ICT Support to attempt to locate any ICT activity
- 2.8 Notify Parents via telephone (NOT via email)
 - a. Reassure parents and prevent panic
 - b. Outline procedure and provide direct line to the central co-ordination point
 - c. Request that the Parents contact the Student through all media eg phone, email, social media
 - d. If no answer on Parents' contact numbers, leave message to contact School without divulging details
- 2.9 Begin a detailed and systematic search of the School
 - a. All toilets
 - b. Medical Centre
 - c. Counsellor's room
 - d. Library
 - e. Changing rooms
 - f. ICT suites
 - g. Meeting rooms
 - h. Classrooms and departmental offices
 - i. Halls and theatres
 - j. Common grounds eg café, restaurant, common room
 - k. Gym/sports halls/sports centres
 - l. Grounds including park pitches, off-site changing rooms and woodland trail
 - m. Coach Park
 - n. Call Girls' School

After a further 30 minutes:

- 3.1 Notify the Parents that the School will contact the police
- 3.2 Member of the Preparatory Leadership Team to contact police and report “missing” Student
- 3.3 All relevant information about the child should be given to the police
- 3.4 Continue search until police arrive and take over co-ordination.

Appendix C

Girls' EYFS & Junior School Missing Child Procedure during the School Day

Students are registered at key points during the day. A child is suspected "missing" if the Student is not present when the register is taken and there is no other explanation as to their whereabouts.

On suspicion of a "missing" Student – actions in priority order

1. Supervising adult contacts Junior School Reception
2. Junior school receptionist coordinates a preliminary search of Junior School areas:
 - a. Establish the last known position of the Student via iSAMS, peers, teachers etc.
 - b. Check toilets
 - c. Check changing rooms
 - d. Check classrooms
 - e. Check Library
 - f. Check playground
 - g. Check hall
 - h. Call Medical Centre and Counsellor's room
 - i. Call Student on mobile (if known)
 - j. Notify the Head of Junior School, the Deputy Heads or the Assistant Head.

After 15 minutes of Student being suspected "missing"

1. Junior School SLT take over the search
2. Establish a central co-ordination point with telephone and computer access
3. Inform appropriate staff of the central co-ordination point
4. Email Junior School staff with name of student and picture where appropriate
5. Alert Operations Team and Caretakers to monitor the exit points of the School
6. Alert Reception
7. Alert ICT Support to attempt to locate any ICT activity
8. Notify Parents via telephone (NOT via email)
 - a. Reassure parents and prevent panic
 - b. Outline procedure and provide direct line to the central co-ordination point
 - c. Request that the Parents contact the Student through all media e.g. phone, email, social media
 - d. If no answer on Parents' contact numbers, leave message to contact School without divulging details
9. Begin a detailed and systematic search of the Girls' School buildings and premises
 - a. All toilets
 - b. Medical Centre
 - c. Counsellor's rooms
 - d. Library
 - e. Changing rooms
 - f. JS Computing Room
 - g. Meeting rooms
 - h. Classrooms and departmental offices
 - i. Halls and theatres
 - j. Common grounds e.g. café, restaurant, common room
 - k. Gym/sports halls/sports centres

- l. Grounds including Outdoor Classroom, park pitches and off-site changing rooms
- m. Coach Park
- n. Call Boys' School

After a further 30 minutes

1. Notify the Parents that the School will contact the police
2. Junior School SLT to contact police and report missing Student
3. All relevant information about the child should be given to the police
4. Continue search until police arrive and take over co-ordination

Appendix D

Boys' Senior School and Girls' Senior School Missing Child Procedure during the School Day

Students are registered at key points during the day. A child is suspected "missing" if the Student is not present when the register is taken and there is no other explanation as to their whereabouts.

On suspicion of a "missing" Student – actions in priority order

1. Absences coordinates a preliminary search of Senior School areas:
 - a. Check if in a music lesson
 - b. Call Medical/Health Centre and Counsellors' rooms
 - c. Call Library
 - d. Contact DHP (SLT) or PA to DHP
2. Establish the last known position of the Student via iSAMS, peers, teachers. Alert ICT Support to attempt to locate any ICT activity.
3. The Missing Child Procedure is instigated by either the DHP or Absences sending Email 1.

After 10 minutes of Email 1 being sent

1. Email 2 is sent by PA to DHP
2. Inform appropriate staff of the central co-ordination point
3. Senior School SLT to take over the search and thoroughly
 - a. Check toilets
 - b. Check if with member of the pastoral team (Head of Year/Head of House/SLT)
 - c. Check changing rooms
 - d. Check classrooms
 - e. Call departmental offices
 - f. Call Student on mobile (if known)
4. Establish a central co-ordination point with telephone and computer access
5. Email Prep/Junior school staff with name of student and picture where appropriate
6. Email the Girls' School or Boys' School to check that the student isn't on the other site
7. Alert Operations Team and Caretakers to monitor the exit points of the School
8. Alert Reception
9. Notify Parents via telephone (NOT via email)
 - a. Reassure parents and prevent panic
 - b. Outline procedure and provide direct line to the central co-ordination point
 - c. Request that the Parents contact the Student through all media e.g. phone, email, social media
 - d. If no answer on Parents' contact numbers, leave message to contact School without divulging details
10. Begin a detailed and systematic search of the School
 - a. Call Boys'/Girls' School
 - b. All toilets
 - c. Medical/Health Centre
 - d. Counsellor's room
 - e. Library

- f. Sixth Form spaces
- g. Individual Needs
- h. Changing rooms
- i. Check Lockerland (Girls' School)
- j. ICT suites
- k. Music school
- l. Meeting rooms
- m. Classrooms and departmental offices
- n. Halls and theatres
- o. Common grounds e.g. café, restaurant, common room
- p. Gym/sports halls/sports centres
- q. Grounds including park pitches and off-site changing rooms
- r. Coach Park

After a further 1 hour

1. Notify the Parents that the School will contact the police
2. Member of the Senior Leadership Team to contact police and report "missing" Student
3. All relevant information about the child should be given to the police
4. Continue search until police arrive and take over co-ordination