



Lost/Missing Child Policy

This policy also applies to the Early Years' Foundation Stage and Education (Independent School Standards) Regulations 2014

The following systems are in place to provide security for our pupils when they are entering and leaving school:

- Girls enter by the side door or front door.
- Teachers take the morning register at 8.40am.
- It is the responsibility of every member of staff to be aware of which children are present in their lesson. If there is the smallest suspicion that a pupil should be present but is not (which can be assessed by asking the other girls or sending a message to the office to ask for information), the office and/or a member of the SMT must be informed immediately.
- At the end of school, Junior children will be 'handed over' to their parents or carers (or the school bus). Any girls who are not collected (and not immediately attending a club) should go to the 'Late Room'.
- Any girls leaving early for an appointment or other sanctioned reason must inform the school office before their departure. If they are too young to be expected to do this, the collecting parent or carer should do this.

In the unlikely event that it is suspected that a child has gone missing the following procedure will be followed:

- The Principal/Deputy or most senior member of staff at the time will *immediately investigate* the situation.
- If it is discovered that a child is unaccounted for then a full search of the building will take place. If the absence occurs *whilst off the school premises*, the teacher(s) in charge must take suitable steps to ascertain the girl's whereabouts, keeping the office informed of their progress.
- On no account will any other children be left unsupervised at any time.
- If a thorough search proves unsuccessful in establishing the whereabouts of the child, the emergency services and the parent/guardian will be contacted.
- On the arrival of the emergency services and the child's parent/guardian, the most senior member of staff will be responsible for apprising them of all information in respect to the missing child and what action has been taken.
- Once the situation has been resolved, an internal investigation will take place to examine how it occurred and to put immediate measures in place to ensure it does not happen again.

Daily Register

The school secretary reviews the morning registers at 9:10am and contact parents of any unaccounted for absences.