



Brookham

Pre-Prep & Nursery

## Missing Child Policy

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### What to do if a Child at Brookham goes Missing or is Uncollected

There are regular checks throughout the day:

1. **Before School Care (including Larks):** All children are handed to the member of staff on duty, who signs them in.
2. **8.20am and 12.45pm Registration:** Class Teachers register the children and check everyone is present.
3. **House Time:** Reception class teachers will send a message to all staff (using the internal message service) to communicate which children have gone home. All staff on House Time will take a register to check that all children are present.
4. **Lessons:** If a member of a class is unexpectedly absent, the member of staff should check the sign-out sheet in the classroom, the sign-out book in the Reception, Schoolbase and with the office to see whether the child is elsewhere:- e.g. in the Health Centre, with the nurse, having a music lesson or at a learning support lesson.

**Music or other Lessons:** Children should be collected for music, tennis, learning support or SEND specialist lessons such as OT or SaLT; the children should not be responsible for getting themselves to and from these lessons. All specialist teachers are expected to sign the children out of the building on the class sign-out sheet and keep a register at the start of their lessons. They must raise the alert if a child is absent without explanation.

5. **After School Care and Clubs:** Staff running the club or After School Care should register the children and check everyone is present. All children must be signed out by the member of staff on duty, when they are collected by the appropriate adult.

NB: Brookham children cannot be handed over to an older Highfield sibling without one of their parents or an agreed adult being present.

### Lists to Check

1. Clubs list
2. Music Timetable

Please also check the sign-out sheet in the classroom and the sign-out book at Reception.

### Procedure if a Child is Absent without Permission during the School day (7.30am – 6.30pm)

1. Inform the Head of Pastoral. The Head of Pastoral will inform the Headteacher. Be calm and thorough.

2. The Head of Pastoral will meet with the Headteacher, Secretary and all available Teaching Assistants, who will look throughout the school buildings, including lavatories and learning support rooms.
  - The search starts as soon as possible.
  - The Head of Pastoral assigns specific areas to be searched by each member of staff.
  - It is the responsibility of the Head of Pastoral to ensure adequate numbers of staff are engaged in the search. NOTE: the urgency of the search may be heightened if the missing child is assessed to be at heightened 'risk of flight' or increased danger.
  - All staff engaged in the search will communicate using the walkie-talkies designated for this purpose – they are stored in the Yellow Resource Room and Brookham Staff Room.
3. The Head of Pastoral will alert The Estate and Facilities Manager, who will organise a search of the grounds. The Head will retain communication with members of the Estates Team using the School's walkie-talkies, communicating on channel 1.
4. If, after fifteen minutes (or sooner if there is assessed to be a heightened level of risk), the child is not found, the Head of Pastoral or Headteacher will telephone the parents or guardians.
5. **If there is no answer, so we are unable to verify if the child is at home, then the Head Teacher or Deputy Head Pastoral will contact the Police. To contact Sussex Police at Midhurst phone 01730 812301. Sussex Police will liaise with the Police in Surrey and Hampshire, if necessary.**
6. Use the Headteacher's phone (07827 017611), or a known listed number, to liaise with the school, home and Police if the search goes beyond the school grounds.
7. When the child is found review security procedures.

**Contact Details for staff living on site:**

Baker, Andy	07843 382028
Barry, Hilary	01428 727637 / 07738 728393
Bryant, Michael	01428 724249 / 07769 718891
Burton-Russell, Ruth	07739 378506
Dunn, Richard & Emma	01420 587305 / 07813 120238
Evitt, Phillip	01428 725540
Mühlemann, John	07736 450080
Ridge, James	07854 311290
Walker, Alex	07816 591652
Wilkes, Ian & Kerri	01428 724004 / 07909 521091

**In the event that a child has gone missing during an educational visit or off site sporting fixture:**

1. Inform the party leader, who is responsible for informing the venue staff
2. Search the venue with the venue staff, checking all lavatories. Ensure remaining pupils are correctly supervised and remain calm.
3. Search the area
4. Notify the school using the office number 01428 722005. If there is no answer, leave a message and continue with step 5. Then ring the school once again.
5. Inform the police

6. School to notify parents, using the same system as above.
7. When the child is found review security procedures

### **Procedure to follow at Brookham in the Event of a Parent Failing to Collect a Child at the Appointed Time**

At the end of the school day, children are collected from their class by their parent or guardian. If the child awaiting collection has not been collected within 10 minutes of the normal collection time, they should be taken to After School Care. At this point, the following procedure is followed.

1. The member of staff should check with the child (or on Schoolbase) to determine whether they have a sibling at Highfield, if this is the case,
2. The Highfield School Office should be contacted on 01428 728000 to check whether that child has already been collected.
3. The member of Staff attempts to contact the person due to collect the child on their mobile number. (All numbers are available from Schoolbase, Reception or Head Teacher's PA).
4. If there is no reply, other contact numbers for that person in the first instance should be used. Then, try other numbers on emergency contact form, held by the School Reception and Head Teacher's PA until contact has been made and an arrangement made for the collection of the child.

All staff receive this policy and an explanation of these procedures as part of their Staff Induction.

**Reviewed and updated September 2018 SEWB/SF (and SLT meeting)**

**Reviewed and updated September 2019 SEWB/SF (and SLT meeting)**

**Reviewed and updated September 2020 SEWB/EG and OS (and SLT meeting)**

**Reviewed and updated September 2021 SEWB/GHU and CMI (and SLT)**