



Broomwood Hall School Limited and Northcote Lodge School Ltd

BROOMWOOD MISSING CHILD & LATE COLLECTION POLICY & PROCEDURES

Broomwood Prep – Girls, Boys & Pre-Prep (including EYFS)

Policy Summary

Broomwood is fully committed to the safety of all of its pupils. Staffing ratios have been set to ensure that all pupils are supervised all the time. In the event that something does go amiss, however, procedures have been put in place to assist staff in acting quickly and efficiently, thereby minimising the impact for any child affected.

This document outlines procedures for Broomwood staff in the event that a child goes missing, either at school or on an educational visit; when a missing child is relocated; and when a child is not collected on time.

This policy applies to children in the Pre-Prep (including EYFS), Girls and Boys Prep.

Document Control

Owner: Head, SLT

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Intended Audience

- Broomwood Staff working on all sites. (including EYFS staff)
- Parents of children on all sites. (including EYFS staff)

Introduction for Parents

The welfare of all our pupils at Broomwood is our paramount responsibility. Every adult who works at the school has been trained to appreciate that he or she has a key responsibility for helping to keep all of the children safe at all times. Our staffing ratios are generous and are deliberately designed to ensure that every child is supervised the whole time that he or she is in our care.

We review these policies at least once a year in order to satisfy ourselves that they are robust and effective. All new staff receive a thorough induction into the importance of effective supervision of children.

Staff Procedure: If a child goes missing from school

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child was found to be missing, we would carry out the following actions:

1. Take a register in order to ensure that all the other children were present.
2. Inform the Head/Deputy Head of the school.
3. Ask all of the adults and children calmly if they can tell us when they last remember seeing the child.
4. Occupy all of the other children in their classroom(s) by reading to them.
5. At the same time, arrange for one or more adults to search everywhere within the school, both inside and out, carefully checking all spaces, cupboards, washrooms where a child might hide.
6. Check the doors and gates for signs of entry/exit.

If the child is still missing, the following steps would be taken:

7. Inform the school's Designated Safeguarding Lead (DSL) responsible for Child Protection/Safeguarding.
8. The Head/Deputy Head of the school would ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the school at once.
9. The Head/Deputy Head of the school/ DSL would notify the Police.
10. The Head/Deputy Head of the school would arrange for staff to search the rest of the school premises and grounds.
11. If the child's home is within walking distance, a member of staff would be sent out on foot to attempt to catch up with him/her.
12. The Head of the school/ DSL would inform the Local Children Safeguarding Board.

13. The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care.
14. Inform the Principal.
15. The appropriate regulatory bodies would be informed.
16. The Insurers would be informed.
17. If the child is injured an appropriate report would be made to the HSE.

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

Staff Procedure: If a child goes missing on an outing

1. An immediate head count would be carried out to ensure that all the other children were present.
2. An adult would search the immediate vicinity.
3. The remaining children would be taken back to school when deemed appropriate to do so.
4. Inform the Head/Deputy Head of the school/ DSL by mobile phone.
5. Ask the Head/Deputy Head of the school to ring the child's parents, explain what has happened, and what steps have been set in motion. Ask them to come to the venue/ school at once.
6. Contact the Venue Manager and arrange a search.
7. Contact the Police.
8. The DSL would inform the Local Children Safeguarding Board.
9. The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care.
10. Inform the Principal.
11. The appropriate regulatory bodies would be informed.
12. The Insurers would be informed.
13. If the child is injured an appropriate report would be made to the HSE.

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

Staff Procedure: When a 'missing' child is found

1. Talk to, take care of and, if necessary, comfort the child.
2. Speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing.
3. The Head of the school will speak to the parents to discuss events and give an account of the incident.
4. The Principal will promise a full investigation (if appropriate involving Social Services/ Local Children Safeguarding Board).
5. Media queries should be referred to the Head.
6. The investigation should involve all concerned providing written statements. The report should cover: time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, the purpose of the outing, the length of time that the child was missing and how s/he appeared to have gone missing, lessons for the future.

Staff Procedure: When a child is not collected on time

On occasions when parents are aware that they will not be at home or in their usual place of work, they are requested to inform the school secretaries and form teachers in writing of how they can be contacted. On occasions when parents, or the persons normally authorised to collect the child, are not able to collect the child, parents are asked to notify the form teacher in advance. If a different adult is collecting a child, this must be put in writing in the prep diary/email or by phone if it is a change at short notice. Staff will not allow a child to leave without prior notification.

If a child is not collected within five to ten minutes of the agreed collection time, we will call the contact numbers for the parent or carers. If there is no answer, the School Secretary or Form Teacher will call the emergency contact's number for the child.

During this time, the child will be safely looked after on the school premises.

If there is no response from the parents or the emergency contact's numbers by the time the school premises are closing, the Head/Deputy Head of the School will contact the Wandsworth Education Welfare Team: 020-8871 7961. Social Care will make emergency arrangements for the child, will arrange for a visit to be made to the child's house and will check with the Police. We will make a full written report of the incident.

We undertake to look after the child safely throughout the time that he or she remains under our care.

Additional Policies, Procedures and Legal Framework

This policy should be read in conjunction with the Child Protection and Safeguarding Policy.