ALDENHAM
PREP SCHOOL

Missing Child Policy & Arrangements for Non-Collection (including EYFS)

Managed by:	Updated:	Review Date:
S M Galpin	August 2025	August 2026

Head's Authorisation:	Date:
	8.8.25
Mrs S M Galpin	

INFORMATION This is a copy controlled document. If you are unsure of it being the most current version, please refer to the office. If you need any changes to be made please speak to the office or the Policy Manager.

Scope

Children's safety is Aldenham Prep School's highest priority, both on and off the premises. Every attempt is made, through the implementation of our Educational Visits procedure and our site exit/entrance procedure, to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, our missing child procedure is followed.

Procedures aimed at Reducing Risk of a Missing Child

It is the Headteacher's responsibility to ensure that all relevant staff are aware of the policy and procedures for a Missing Child.

Registration:

- As children arrive at school, they are registered onto a paper Fire Register by a member of staff. Staff are responsible for completing attendance registers twice a day; 8.45am and 1.05pm.
- If a child has an extra lesson before the start of school, they must be registered by their parent on the Inventry system.
- If a member of staff takes a child for extra lessons such as drama, instrumental or learning support, they are responsible for informing the class teacher or annotating the Fire Register accordingly.
- It is the parent's responsibility to provide up to date contact details for three adults.
- If a child is taken from school for an appointment, it is the parent's responsibility to sign them out and then back in on their return at the school office
- Registers are taken at each After School Club at 3.30pm

Breaktimes:

- All external gates and doors are closed after children have been dropped at the start of the school day and are checked before each break time.
- Children are not let out to play at playtimes and lunchtimes before the member of staff on duty is present.

Home time:

- Children are dismissed one by one to parents by a teacher.
- If a pupil is not collected after school by 3.40pm, the member of staff releasing the child contacts the parents and the child is booked into Late Club until the parent arrives.

Educational Visits:

- A thorough risk assessment, including a recent visit to the site, is conducted and signed off by the Trip Leader and EVC.
- Permission is obtained from parents via Evolve.
- The School Trip Phone is taken on every offsite visit.

Child going missing on the premises

For the purpose of this document, 'Room Leader' means Teacher or Subject Teacher.

- Staff keep calm and do not let the other children become anxious or worried.

- As soon as it is noticed that a child is missing the key person/room staff alerts the room leader.
- The room leader carries out a thorough search of the building and outside areas whilst also ensuring all rooms are sufficiently staffed. If the room leader is unable to conduct the search, SLT members including the Headteacher are informed and search the buildings and outside areas.
- The electronic register and fire register are checked to make sure that the child is not at an extra lesson and that no other child is also missing.
- Doors, windows and gates are checked to see if there has been a breach of security whereby a child could exit.
- If the child is not found after 15 minutes of the child being reported missing, the parents/carers are contacted, and the missing child is reported to the police.
- The room leader talks to the staff to find out when and where the child was last seen and what they were wearing. This should be recorded, and a recent photograph of the child gathered.
- From this point, the police will direct all operations.
- The Headteacher carries out an investigation.

Child going missing on an outing

When small groups of children, whole class groups or whole department groups go on an organised Educational Visit some staff remain at the setting/school so that there is always a point of contact.

When a child goes missing from an Educational Visit where the parent/carer has been in attendance and responsible for their own child, the procedure may differ.

- Staff keep calm and do not let the other children become anxious or worried.
- As soon as it is noticed that a child is missing, the senior member of staff on the Educational Visit asks the children to stand with their designated adult and carries out a headcount to ensure that no other child has gone astray.
- One staff member searches the immediate vicinity but does not search beyond that.
- The senior member of staff on the Educational Visit (not in a venue setting) contacts the police and reports that child as missing.
- In an indoor venue (e.g. a museum,) or outdoor venue which is facilitated by an organisation (e.g. Hudnall Park field trip, Celtic Harmony,) the senior member of staff contacts the venue's security who will handle the search and contact the police if the child is not found after 5 minutes from the initial report.
- From this point, the police will direct all operations.
- The Headteacher is contacted immediately (if not on the Educational Visit) and the incident is recorded.
- The Headteacher contacts the parents/carers.
- Staff take the remaining children back to the school as soon as possible.
- A recent photo and a description of what the child is wearing is given to the police. Recent photographs are included in trip paperwork that is taken with staff.
- Staff keep calm and do not let the other children become anxious or worried.
- The senior member of staff, or a designated staff member, may be advised by the police to stay at the venue until they arrive.
- The Headteacher carries out an investigation.

The Investigation

- Staff keep calm and do not let the other children become anxious or worried.
- The senior member of staff accompanying the trip together with the Headteacher talks with the parents/carers.
- Once all children are safe and it is sensible to do so, the Headteacher carries out a full investigation taking written statements from all the staff in the room or who were on the Educational Visit.
- The key person/staff member writes an incident report detailing:
    - The date and time of the report.
    - Which staff/children were in the group/Educational Visit and the name of the staff designated responsible for the missing child.
    - When the child was last seen in the group/Educational Visit.
    - What has taken place in the group or outing since the child went missing.
    - The time it is estimated that the child went missing.

- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation, all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Children's Social Care may be involved if it seems likely that there is a child protection issue to address.
- The incident is reported under RIDDOR arrangements (see the Reporting of Accidents and Incidents policy); the local authority Health and Safety Officer may want to investigate and will decide if there is a case for prosecution.
- In the event of disciplinary action being necessary, the appropriate regulatory bodies will be informed.
- The insurance provider is informed.

Arrangements for when a child is not collected

In the event that a child is not collected by an authorised adult by their expected collection time, Aldenham Prep School puts into practice agreed procedures. The child will receive a high standard of care in order to cause as little distress as possible. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

Procedures

Parents are asked to provide the following specific information when their child starts attending Aldenham Prep School and Nursery:

- Home address and telephone number
- Who has parental responsibility for the child.
- Contact phone numbers for three adults – this will normally be the parents and one other appropriate adult who is nearby and able to travel to the school independently.
- Information about any person who does not have legal access to the child (via a Court Order for instance).

Early Years

- Names and photograph of adults who are authorised by the parents to collect their child from the setting by prior arrangement, for example a childminder or grandparent, are kept in a 'Permanent Collection Permission Slips' ring binder in each room.
- Parents inform class teacher or the office verbally or in writing when their child is not to be collected by them. This is recorded on the clip board stored in the classroom and referred to at the end of the day.
- Name of the adult and a password is agreed with parents if the arrangement is made at short notice and collection is to be made by an adult who is not authorised on a 'Permanent Collection Permission Slip'.

Pre-Prep and Prep

Parents inform the class teacher or the office verbally or in writing when their child is not to be collected by them. This is recorded on the white board stored in the Office and referred to at the end of the day.

On occasions when parents are aware that they will not be at home or able to answer their phone, we ask parents to inform us in writing of how they can be contacted.

Parents are informed that if they are not able to collect the child as planned, they must inform the school so that we can set in place back-up measures. Our contact telephone numbers are:

- Early Years Office (Reception and Nursery) 01923 851666
- Prep Office (Years 1-6) 01923 851664

If a child is not collected at their expected collection time, we follow the procedures below:

- Phone, email and message boards are checked.
- Key staff are asked if they are aware of any change in collection.
- If no information is available, parents/carers are contacted.
- If this is unsuccessful, the adults who are authorised by the parents as their emergency contacts as held on the pupil record on iSAMS are called.
- All reasonable attempts are made to contact the parents or emergency contacts.
- The child does not leave the premises with anyone other than those named as emergency contacts or verbal permission given by parent/carer.
- If no-one collects the child within one hour of their expected collection time and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children. We contact the local authority children's social care team where the child lives
- At the same time, we would contact the local police to ascertain if there is any information on local accidents.
- The child stays at the school in the care of two of our fully-vetted staff.
- Social care will aim to find the parent or relative. If they are unable to do so, the child will become looked after by the local authority.
- Under no circumstances will staff go to look for the parent, nor leave the school premises with the child.
- Staff try to ensure that the child is not anxious and do not discuss their concerns in front of them.

- A full written report of the incident is recorded in the child's file by the Headteacher.
- Depending on circumstances, Aldenham Prep School and Nursery reserves the right to charge parents for the additional hours.

Appendix 1 – Quick Check Prompts.

1. Is the child registered?
2. Who is the last person to see the child?
3. Is the child in an extra lesson: Music, Speech and Drama, Learning Support?
4. Has the child been signed out/gone home or to an appointment with a parent?
5. Has the child been ticked off by a member of staff on the Fire Register?
6. Get help/contact SLT.
7. Search area/buildings, including;
    - Toilets
    - Cupboards
    - Out of bounds areas.
8. Who are the child's friends?
9. How does the child usually travel from home to school?

Missing Child Policy & Non-Collection (including EYFS)

Document History

Date:	Pages:	Amendments:	Reason:	Name:
Nov 2017	1& 3	Remove 'setting' in setting/school	School is sufficient	CFV
Feb 2019	All	Outing to Educational visit		LB
	3	Emergency contacts now held on PASS		LB
Oct 2020	1	Addition of section on 'Procedures aimed at Reducing Risk of a Missing Child'	For clarity	RMcT, SMG, VJG
	2	Update information on 'Child going missing on the premises'	Update on school procedures	RMcT, SMG, VJG
	2	Update information on 'Child going missing on an outing'	Update on school procedures	RMcT, SMG, VJG
	3	Inclusion of contact phone numbers of three adults	Update on school procedures	RMcT, SMG, VJG
12/08/21	1	Inventry	Correct name of platform	V Gocher
12/08/21	1	Operoo	New platform to be used	V Gocher
12/08/21	2	outside areas	For clarity – new building	V Gocher
12/08/21	2	Our staff keep calm…	For clarity repeated point removed	V Gocher
12/08/21	4	**Pre-Prep and Prep**	For clarity – new building – combined procedures	V Gocher

12/08/21	4	iSAMS	New MIS to be used	V Gocher
1.08.22	1	1.10pm instead of 1.15pm	Update	SM Galpin
1.08.22	Front page	Change of name and position	Change of role and position	SM Galpin
1.08.22		New Crest	Crest updated	SM Galpin
1.08.23	Front page	Removal of Acting from Acting Head	Appointment of permanent role	SM Galpin
1.08.23	4, 5	Removal of Deputy Head	Review of management structure in process	SM Galpin
1.08.23	1,3,4,5	Headmistress changed to Headteacher	Change of term	SM Galpin
1.08.23	Appendix 1	Appendix 1 added	Risk assessment – school trip with use of train	SM Galpin
1.8.24	1	Update information on home time collection if a parent does not arrive to collect their child by 3.40pm	Clarification and slight change in procedures	SM Galpin
1.8.24	1	Cperoo changed to Evolve	New platform to be used	SM Galpin
1.8.24	5	Headmistress changed to Headteacher	Change of term	SM Galpin
8.8.25	2	Inclusion of the Headteacher being informed as part of SLT	More clarity	SMGalpin
8.8.25	4	Clipboard changed to white board	Change of procedure	SMGalpin