

## **PARK SCHOOL – ABSENT CHILD POLICY – ISI 14B**

This policy is applicable to the whole school, including the whole of the Early Years Foundation Stage.

This policy is in conjunction with Admissions Attendance and Children Missing from Education Policy.

### **1. INTRODUCTION**

- 1.1 The safety and security of children in our care is paramount. Every care is taken to ensure that the children are accounted for at all times.
- 1.2 Staff maintain the appropriate high level of supervision and are aware of the location of the children in their care at all times. In the EYFS, the required staff / pupil ratios are consistently adhered to. When our children are off site, safe ratios are used.

### **2. PROCEDURE FOR A CHILD ABSENT/MISSING FROM THE SCHOOL SITE**

In the unlikely event that after a register check or at another time it is noticed that a child is not accounted for, the following procedure will be adhered to:

- Staff will maintain the safety and well-being of other children
- The register will be re-checked and a member of the Senior Leadership Team will be summoned without delay. The senior member of staff will usually be the Headteacher, although it may alternatively be the Bursar, Nursery Manager, Director of Studies or DSL
- The senior member of staff and at least one other member of staff will search the immediate vicinity and school site
- If the child is not found after approximately 15 minutes, the senior member of staff will endeavour to contact the parents of the absent/missing child by telephone and inform the Headteacher, if not already notified
- The senior member of staff will contact the police if the parents are reached and the child's whereabouts have not been ascertained. If after approximately 10 minutes the parents have not yet been contacted, the senior member of staff will contact the police
- Once police arrive all relevant information regarding the child will be given. The police will then take over the search
- In the case of a child in the Nursery, the Nursery Deputy Manager or Room Leader may act as the senior member of staff if the Nursery Manager, Headteacher, Bursar or DSL are not immediately available.

### **3. PROCEDURE FOR CHILD ABSENT/MISSING FROM AN OFF-SITE VISIT**

The procedure set out in paragraph 3 above will be followed with the following adjustments:

- The trip leader shall assume the role of the senior member of staff
- The trip leader shall, if at all possible, contact the Headteacher (or if unavailable, the Nursery Manager, Bursar or DSL) within a maximum of 15 minutes of the child becoming absent/missing and before contacting either the parents of the absent/missing child or the police.

### **4. REVIEW**

Following any absent/missing child incident, the Senior Leadership Team will review the reasons for the event happening and revise the procedures if necessary.