

E7: Missing Child Policy (Including EYFS and Boarding)

Review Date: August 2025

Document Quality Control

Version:	Author:	Date:	Reviewed by:	Date:
August 2024	Lesley Moncada	28 August 2024	Moira Simpson	Pending

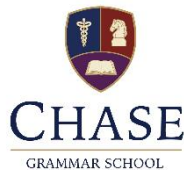
Document Quality Control

Document Version:	Reason for Review:	Reviewer	Date:	Checked and approved by:	Date approved:
April 2022	Annual Check	Moira Simpson	30 .03.2022	Mr. M Hartland	1.04.2022
August 2023	Add Associate Principal of Prep School p1	M.Simpson	30.08.2023	Mr. M Hartland	31.08.2023
August 2024	Change Head of Prep SLT link Lesley Moncada. Update Boarding Mobiles.	Lesley Moncada	28.04.2024	Mrs. M Simpson	29.03.2024

EYFS, Infants and Juniors

In the event that a child goes missing having been registered in the morning or afternoon session the following procedure must be followed.

1. Inform Assistant Principal, Mrs. Lesley Moncada or a member of CGS SLT. This person will then follow the procedure below;
2. An immediate search of every room in the Prep School, the playground area and any other likely areas where the child may go, to include Music, PE and the Dining Room. Inform the school Office, Principal and the Medical Staff
3. If the child is not located by SLT link for Head of Prep, or the person directing the search will call the child's parents to ascertain if the child has been collected without the school's knowledge. It may also be necessary to call emergency contacts if the child's Parents are not available.
4. If the child is not located the fire alarms are sounded and all students are evacuated from all buildings and fire marshals search all buildings again.
5. If there is still no sign of the child check CCTV and call the police



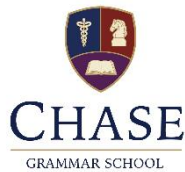
Chase Grammar School Years 7-13

If a student is not present in your lesson having previously been registered in the morning or afternoon the following procedure must be followed:

1. Staff must email awol@chasegrammar.com this informs Reception and Matrons who will search for the student.
2. An immediate search of every room in the school, the playground area and any other likely areas where the student may go, to include Music, PE and the Dining Room.
3. If the child is not located Reception staff or the matron who is directing the search will call the child's Parents to ascertain if the child has been collected without the school's knowledge. It may also be necessary to call emergency contacts if the child's parents are not available.
4. If the child is not located the fire alarms are sounded and all students are evacuated from all buildings and fire marshals search all buildings again.
5. If there is still no sign of the child check CCTV and call the police

In boarding time (Monday -Thursday 16.40 – 08.30, Friday 16.40- M 08.30)

1. Boarder identified as missing (e.g. missed roll call).
2. Check the boarding student's room/ boarding house, sign-in/out logs, check the daily log for any reminders/notes about appointments etc. Re-register and do a headcount to corroborate missing student. Begin to record all details on an incident timeline.
3. Call the Boarding student's mobile phone. If no answer, call or speak to their friends..
4. Call to inform HoB/Emergency SLT contact.
5. Call missing boarder's mobile phone & talk with other students/friends for more information. Act on any information given.
6. Contact other boarding houses to ask if the missing boarder is present there. (Lee – 07397034742, Parton – 07480948080 and Tylecote- 07365224908)
7. Search the boarding House looking for signs of a security breach. Double-check all bathrooms and bedrooms in case boarder is hiding.
8. HoB will organise a co-ordinated whole campus search.
9. AFTER 1 HOUR, IF STILL NOT FOUND, HoB will co-ordinate a whole community fire alarm. Duty House staff will register/account for all boarders.
10. CMT will contact parents/guardians to ascertain whether they have taken the boarder without informing staff.
11. CMT will contact the police (101) and provide full support to the police. HoB/DSL will contact SSCB MASH.
12. HoB to contact Principal who will decide whether or not to convene the CMT.



Outcomes:

1. Boarder found: safe and well- investigation into whereabouts. Support if needed, sanction if necessary.
2. Boarder found: injured or unwell- first aid, 111/999, investigation and follow-up actions as necessary. RIDDOR.
3. Boarder found: fatality. RIDDOR. Police investigation.
4. Boarder not found. Police investigation.

Chase Grammar School will notify UKVI there are any changes to a Student or Child Student's circumstances.

Afterwards, HoB will manage the following: write an incident report; the follow-up pastoral care of Staff and students involved (including possible counselling).

Staff should never speak to media outlets regarding a missing child. Refer all questions from 3rd parties to the CMT.