



Wellsprings Primary School

Before and after school- additional guidance

Missing Child Procedure

Wellsprings Primary School has the highest regard for the safety of the children in our care. Staff are always very alert to the potential for children to go missing during sessions.

We acknowledge that there are occasions when emergencies can still arise, even though precautions have been properly observed. To minimise the risk staff will undertake periodic head counts, particularly during the transition between sessions, this is in addition to the procedures followed for registration.

If for any reason a member of staff cannot account for a child's whereabouts during a session in school, the following procedure will be activated:

- All relevant staff must be informed that the child is missing.
- The staff will endeavour not to create an atmosphere of panic and will ensure that the other children remain safe and adequately supervised.
- A thorough search of the entire premises will commence.
- The lead teacher will engage as many members of staff as possible to search the area surrounding the premises.
- All staff will be extra vigilant to any potentially suspicious behaviour or persons in and around the school.
- The lead teacher will inform the police and then the child's parent/carer if the child is still missing after 10 minutes of thorough searching.
- Searches for the child will continue, whilst waiting for the police and the parent/carer to arrive. Staff will maintain as normal a routine as possible for the rest of the children at the school, during this time.
- The lead teacher will be responsible for meeting the police and the missing child's parent/carer.
- The lead teacher will co-ordinate any actions instructed by the police, and do all they can to comfort and reassure the parents/carers.

Once the incident is resolved, the manager and the staff team will review relevant policies and procedures at the earliest opportunity and implement any necessary changes.

All incidents of children going missing from the school will be recorded on an Incident Record Sheet, and in cases where either the police or social care have been informed, Ofsted will also be informed, appropriate to age of the pupil and context of the incident.



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Missing Child Procedure

Wellsprings Primary School has the utmost regard for the safety of the children in our care - from the time they arrive to the time that they leave.

At the end of every session/day all children are collected by a parent, carer or designated adult. If for some reason a child is not collected, the following procedures will be implemented.

- If a parent, carer or designated adult is more than 15 minutes late in collecting their child, the class teacher/designated adult will contact the parent, carer or designated adult, and use any other emergency contact details available in order to try to ascertain the cause for the delay, and how long its likely duration. Messages will be left on any answer phone requesting a prompt reply.
- If, after repeated attempts, no contact is made the manager will call Somerset Direct for advice after 30 minutes of the club closing.
- The club will act on the advice of Children's Social Care.
- Unless it is absolutely unavoidable the child will not be taken to the home of a member of staff, or away from the club's premises, to await collection at the end of a session.
- The child will remain in the care of the school until collected by the parent, carer or designated adult, or alternatively placed in the care of Children's Social Care.
- In the event of Children's Social Care being called and responsibility for the child being passed to a safeguarding agency, the manager will attempt to leave a further telephone message on the answer phone of the parent/carers or designated adult. Furthermore, a note will be left on the door of the club's premises informing the parent, carer or designated adult of what has happened. The note will reassure them of their child's safety and instruct them to contact the local Social Care Department. If possible a note should be left at the family home.
- Incidents of late collection will be recorded by the manager and discussed with parents/carers at the earliest opportunity.