

## Missing Child Policy

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### What to do if a Child at Brookham goes Missing or is Uncollected

There are regular checks throughout the day:

1. **Before School Care (including Larks):** All children are handed to the member of staff on duty, who signs them in.
2. **8.20am and 12.45pm Registration:** Class Teachers register the children and check everyone is present.
3. **House Time:** Reception class teachers will send a message to all staff (using the internal message service) to communicate which children have gone home. All staff on House Time will take a register to check that all children are present.
4. **Lessons:** If a member of a class is unexpectedly absent, the member of staff should check the sign-out book in the Reception, Schoolbase and with the office to see whether the child is elsewhere:- e.g. in the Health Centre, with the nurse, having a music lesson or at a learning support lesson.

**Music or other Lessons:** Children should be collected for music, tennis, learning support or SEND specialist lessons such as OT or SaLT; the children should not be responsible for getting themselves to and from these lessons. All specialist teachers are expected to sign the children out of the building on the sign-out sheet kept in the reception office and keep a register at the start of their lessons. They must raise the alert if a child is absent without explanation.

5. **After School Care and Clubs:** Staff running the club or After School Care should register the children and check everyone is present. All children must be signed out by the member of staff on duty, when they are collected by the appropriate adult.

NB: Brookham children cannot be handed over to an older Highfield sibling without one of their parents or an agreed adult being present.

### Lists to Check

1. Clubs list
2. Music Timetable

Please also check the sign-out at Reception.

### Procedure if a Child is Absent without Permission during the School day (7.30am – 6.30pm)

1. Inform the Pastoral Lead. The Pastoral Lead will inform the Headteacher. Be calm and thorough.

2. The Pastoral Lead will meet with the Headteacher, Secretary and all available Teaching Assistants, who will look throughout the school buildings, including lavatories and learning support rooms.
  - The search starts as soon as possible.
  - The Pastoral Lead assigns specific areas to be searched by each member of staff.
  - It is the responsibility of the Pastoral Lead to ensure adequate numbers of staff are engaged in the search.  
NOTE: the urgency of the search may be heightened if the missing child is assessed to be at heightened 'risk of flight' or increased danger.
  - All staff engaged in the search will communicate using the walkie-talkies designated for this purpose – they are stored in the Yellow Resource Room and Brookham Staff Room.
3. The Pastoral Lead will alert The Estate and Facilities Manager, who will organise a search of the grounds. The Head will retain communication with members of the Estates Team using the School's walkie-talkies, communicating on channel 1.
4. If, after fifteen minutes (or sooner if there is assessed to be a heightened level of risk), the child is not found, the Pastoral Lead or Headteacher will telephone the parents or guardians.
5. **If there is no answer, and therefore, we are unable to verify if the child is at home, then the Headteacher or Pastoral Lead will contact the Police. To contact Sussex Police at Midhurst phone 01730 812301. Sussex Police will liaise with the Police in Surrey and Hampshire, if necessary.**
6. Use the Headteacher's phone (07827 017611), or a known listed number, to liaise with the school, home and Police if the search goes beyond the school grounds.
7. When the child is found review security procedures.

**Contact Details for staff living on site:**

Oliver Backhouse	07788909302
Andy Baker	07843 382028
Michael Bryant	01428 724249 / 07769 718891
Ruth Burton-Russell	07739 378506
Suzannah Cryer	01428 725540/
Jamie Dew	07787 912611
Richard & Emma Dunn	01420 587305 / 07813 120238
Oliver Hamilton	07841 411848
Vivienne Liddell	07919 852720
Jasper Marks	07495 560952
Jessie & Charlie Millsom	01428 724004 / 07909 521091
Alex Walker	07816 591652

**In the event that a child has gone missing during an educational visit or off site sporting fixture:**

1. Inform the party leader, who is responsible for informing the venue staff
2. Search the venue with the venue staff, checking all lavatories. Ensure remaining pupils are correctly supervised and remain calm.
3. Search the area.

4. Notify Brookham using the office number 01428 722005. If there is no answer, leave a message and continue with step 5. Then ring the school once again.
5. Inform the police.
6. School to notify parents, using the same system as above.
7. When the child is found review security procedures.

### **Procedure to follow at Brookham in the Event of a Parent Failing to Collect a Child at the Appointed Time**

At the end of the school day, children are collected from their class by their parent or guardian. If the child awaiting collection has not been collected within 10 minutes of the normal collection time, they should be taken to After School Care. At this point, the following procedure is followed.

1. The member of staff should check with the child (or on Schoolbase) to determine whether they have a sibling at Highfield, if this is the case,
2. The Highfield School Office should be contacted on 01428 728000 to check whether that child has already been collected.
3. The member of Staff attempts to contact the person due to collect the child on their mobile number. (All numbers are available from Schoolbase, Reception or Head Teacher's PA).
4. If there is no reply, other contact numbers for that person in the first instance should be used. Then, try other numbers on emergency contact form, held by the School Reception and Head Teacher's PA until contact has been made and an arrangement made for the collection of the child.

All staff receive this policy and an explanation of these procedures as part of their Staff Induction.

**Reviewed and updated September 2018 SEB/SF (and SLT meeting)**

**Reviewed and updated September 2019 SEB/SF (and SLT meeting)**

**Reviewed and updated September 2020 SEB/EG and OS (and SLT meeting)**

**Reviewed and updated September 2021 SEB/GHU/CMI (and SLT)**

**Reviewed and updated September 2022 SEB/GHU/RBE (and SLT)**