



# ST FRANCIS SCHOOL

## **D8 EYFS Missing Child Policy**

- 1. To ensure that children are not at risk of going missing while in St Francis, we will:**
  - 1.1. Carefully supervise children at all times .
  - 1.2. Maintain appropriate staff/child ratios at all times.
  - 1.3. Provide keypad codes/video intercom on external entry points.
  - 1.4. Provide high handles on all doors.
  - 1.5. Closely monitor children in and out of the building.
  - 1.6. Closely monitor children on outings and trips .
  - 1.7. Ensure that visitors to the Nursery are supervised at all times.
  - 1.8. Complete regular register checks when children are moving around the building and from one area to another.
  - 1.9. Ensure that registers indicate the arrival and departure of children at all times.
  - 1.10. Ensure that when leaving the main nursery building, a register of the children is kept with the group at all times.
- 2. In the unlikely event of a child being lost while in our care the following procedures will be followed:**
  - 2.1. In the building**
    - 2.1.1. As soon as it is noticed that a child is missing, the member of staff informs the EYFS Coordinator (Mrs Rachel Ashman), Nursery Manager (Maria Urtbieta-Myers), Nursery Deputy Manager (Holly van Lochem) or the Head of Pre-Prep (Ms Nadine Finlay) and staff members will be called from other areas of Prep-Prep and Little Saints Nursery to help with the search within the setting.
    - 2.1.2. If the child is found on-site, the designated person (EYFS Coordinator, Nursery Manager or Head of Pre-Prep) checks on the welfare of the child and investigates the circumstances of the incident.the police are called immediately.
    - 2.1.3. The parents are then called and informed.
    - 2.1.4. The designated person (EYFS Coordinator or Pre-Prep Leader) contacts the Designated Safeguarding Lead (Mr Jonty Butler) or Headmaster (Mr David Lee) to inform them of the situation and seek assistance.
  - 2.2. Off-site (outing or walk)**
    - 2.2.1. As soon as it is noticed that a child is missing, the staff carries out a headcount.

- 2.2.2. Staff members will be assigned to organise the supervision of other children on the trip in a safe area
- 2.2.3. One member of staff searches the immediate vicinity.
- 2.2.4. If the child is not found, the Reception Teacher or nursery staff calls the police and then contacts the DSL (Mr Jonty Butler) or Nursery DSL (Maria Urbieta-Myers).
- 2.2.5. The DSL (Mr Jonty Butler) informs the parents without delay.
- 2.2.6. Members of staff return the children to St Francis School as soon as possible, if it is safe to do so. According to the advice of the police, one senior member of staff should remain at the site where the child went missing and wait for the police to arrive.
- 2.2.7. The DSL (Mr Jonty Butler) contacts the Headmaster (Mr David Lee) and Nursery Manager, making him aware of the situation.

### **3. Recording and reporting**

#### **3.1. The investigation**

- 3.1.1. A record is made on the EYFS Incident Form. The Incident Form is shared with the DSL, DDSL Nursery Manager and Headmaster on the day the incident has taken place and the form completed.
- 3.1.2. The Independent Schools Inspectorate are informed as soon as possible (and at least within 14 days).
- 3.1.3. The DSL (Mr Jonty Butler) carries out a full investigation.
- 3.1.4. The DSL (Mr Jonty Butler) and the Headmaster (Mr David Lee) speak with the parents together and explain the process of the investigation.
- 3.1.5. Each member of staff present during the incident writes a full report using the EYFS Incident Form, which is filed in the child's file. Staff do not discuss any missing child incident with the press.

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