



**MOWDEN HALL SCHOOL**  
**MISSING CHILD and LATE COLLECTION POLICY**  
**Prep School (Inc. boarders), Pre-Prep (inc. EYFS)**

**Aim:**

We aim at all times to keep children safe and secure whether on school premises or in our charge off site. We take all reasonable precautions to ensure the safety of the children.

In the event that a child goes missing from school or when on a school outing, we shall follow the procedures outlined below.

- Outings and Risk Assessments are recorded in a trips file in the Main Office:
  - the date and time of outing
  - the venue and mode of transport
  - names of staff supervising trip
  - time of return
- Staff take a list of children's contact details with parent/carer details, numbers and emergency numbers, a mobile phone as well as a mini first aid pack, a snack and water. The amount of equipment will vary and be consistent with the venue and the number of children as well as the length of time they will be out.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.

**Missing child:**

If a child goes missing from the school:

- Once a child is reported missing, a fire alarm will be sounded. This will be the most efficient way of ensuring all other children are accounted for. Children will not necessarily be informed of the reason for the fire alarm.
- The register is checked to make sure no other child has also gone astray.
- The person in charge will carry out a thorough search of the building and grounds whilst a suitably qualified member of staff looks after the rest of the group of children. All available members of staff will assist with the search.
- A classroom checklist will be provided to ensure all areas are checked and searched.
- Onsite checklists will be provided to ensure all areas of the school site can be searched quickly and efficiently.

- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- Person in charge remains at school to coordinate search and liaise with parents and Police (if required).
- Person in charge talks to staff to establish what happened
- If the child is not found within 10 minutes the parent is contacted and the missing child is reported to the police at this time.
  - It should be noted that a police officer will be dispatched for children 11 and under
  - For children 12 and over the initial search is the responsibility of the School.
- Map areas will be produced for staff to search the local area in their cars/on foot.

If a child goes missing from an outing where parents are not in attendance and responsible for their own child, this procedure is followed:

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One staff searches the immediate vicinity (whilst a suitably qualified member of staff looks after the rest of the group of children) but does not search beyond that.
- The person in charge is informed, as soon as possible, if s/he is not on the outing and makes his/her way to the venue immediately to aid the search and be the point of contact for the police as well as support staff. The police will be informed as soon as the initial search has been conducted.
- Staff take the remaining children back to school.
- The Head contacts the child's parent when the police are informed who makes his/her way to the school or outing venue as agreed with the Head.
- The staff contact the police using the mobile phone and report the child as missing.
- In an indoor venue, the staff contact the venue's security as soon as they discover someone is missing, who will handle the search and contact the police if the child is not found.

The investigation:

- The Head teacher carries out a full investigation taking written statements from all staff present at the time, or who were on an outing.
- The key person/ staff member writes an incident report detailing:
  - the date and time of the report;
  - what staff/ children were in the group or outing;
  - when the child was last seen in the group/ outing;
  - what has taken place in the group/outing since then; and
  - the time it is estimated that the child went missing.

- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Social Services may be involved if it seems likely that there is a child protection issue to address.
- The incident is reported under RIDDOR agreements and is recorded in the incident book; the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.

**The Procedure to be followed if a child is not collected at an appointed time;**

- The child will be taken to After School Club or Prep and settled with a member of staff known to them.
- The School Office will be informed and parents will be contacted.
- If contact cannot be established the child will remain with the member of staff until s/he can be collected.
- In the event of a child not being collected at the end of After School Club or Prep, the Head of Pre Prep will take responsibility for child not collected in the Pre-Prep. In the Prep School, the child will join the children boarding, and be looked after by the member of staff on duty.
- After all contact numbers for a child have been exhausted and arrangements for the collection of the child have not been made, social services will be contacted.

Contact numbers for parents will be updated regularly.

**Protocol for checking all children are accounted for in the case of a child going missing from school.**

<b>Complete</b>	<b>Action</b>	<b>Time</b>
<input type="checkbox"/>	Time notification received that a child has gone missing	_____ am / pm
<input type="checkbox"/>	Person in charge talks to staff to establish what happened	_____ am / pm
<input type="checkbox"/>	The person in charge to carry out a thorough search of the building and grounds.	_____ am / pm
<input type="checkbox"/>	Sound Fire Alarm and follow fire procedures.	_____ am / pm
<input type="checkbox"/>	Registers to be taken to ensure no other child has gone missing.	_____ am / pm
<input type="checkbox"/>	Games staff contacted to check pupils present in games lessons.	_____ am / pm
<input type="checkbox"/>	Parents notified if child not found within 10 minutes.	_____ am / pm
<input type="checkbox"/>	Police notified if child not found within 10 minutes.	_____ am / pm
<input type="checkbox"/>	Police incident number.	_____
<input type="checkbox"/>	Pupil information, parental contact details, incident number and photo of the missing child to be sent to the Police by email to <a href="mailto:contact@northumbria.pnn.police.uk">contact@northumbria.pnn.police.uk</a>	_____ am / pm
<input type="checkbox"/>	Staff emailed to ensure all aware of the time the child went missing and to be asked to help in the search.	_____ am / pm
<input type="checkbox"/>	Parents notified when child is found.	_____ am / pm
<input type="checkbox"/>	Police notified when child is found .	_____ am / pm
<input type="checkbox"/>	Staff emailed to advise when the child has been found.	_____ am / pm
<input type="checkbox"/>	Missing Child Report produced	
<input type="checkbox"/>	Review: _____ Date: _____	_____ am / pm
<input type="checkbox"/>	Action Points (see attached)	

**Protocol for searching the School - areas to cover.**

- The person in charge will carry out a thorough search of the building and grounds. All available members of staff will assist with the search.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- Person in charge talks to staff to establish what happened
- Areas to be checked (see following sheets)

<b>Area</b>	<b>Room</b>	<b>Checked</b>
Boys' Dorms:	Breamish	
	Cheviot	
	Dunmoor	
	Greenside	
	Hedgehope	
	Tarset	
	Langley	
	Till	
	Boys' Washrooms (main corridor)	
	Boys' Toilet (top of boys' stairs)	
	Boys' Washrooms (top floor)	

Checked by: .....

<b>Area</b>	<b>Room</b>	<b>Checked</b>
Girls' Dorms:	Blyth	
	Wansbeck	
	Coquet	
	Tweed	
	South Tyne	
	North Tyne	
	Tosson	
	Girls' Toilet (main corridor)	
	Girls' Washrooms (off Tyne dorm)	
	Girls' Washrooms (top floor)	
Matron's Sitting Room		
Surgery		
Sickbay		
School Nurse's Office		

Checked by: .....

<b>Area</b>	<b>Room</b>	<b>Checked</b>
Main School Building	Little Dining Hall	
	Main Dining Hall	
	Kitchens	
	Pupil Toilets (outside Dining Hall)	
	Staff Toilets (outside Dining Hall)	
	Cellar	
	Library	
	Headmaster's Garden and Greenhouse	
	Headmaster's House	
	Visitor's toilet	
	Staff Kitchen	
	Staff Room	
	Junior Common Room	
	Boys' Changing Rooms	
	Boys' Showers	
	Girls' Changing Rooms	
	Girls' Showers	
	Boys' toilets	
	Laundry	
	Music Practice Rooms – X, Y, Z	

Checked by: .....

<b>Area</b>	<b>Room</b>	<b>Checked</b>
Main Teaching Block Downstairs	Lower ICT Room	
	Year 7 Common Room	
	Mr Little's Classroom	
	Mr. Hadfield's Classroom	
	Year 8 Common Room	
	Men's staff toilet	
	Cleaner's Cupboard	
	Under stairs to first floor	
	Upstairs	SEN Classroom
Upstairs ICT Room		
Mr Bailey's Classroom		
Mrs Martin's Classroom		
Mrs Martin's Office		
Mrs Denham's Classroom		
Year 4 Classroom		

Checked by: .....



<b>Area</b>	<b>Room</b>	<b>Checked</b>
Theatre & Gym Area	Upstairs lighting Control Room – Theatre	
	Theatre	
	Phone booths x 2	
	Girls’ toilets	
	Music practice room 1 (behind Theatre)	
	Music practice room 2 (behind Theatre)	
	Music practice room 3 (behind Theatre)	
	Sports Hall	
	Swimming Pool	
	Ensemble Room	
	Outbuilding (end of ensemble room)	
	Behind the outbuilding and swimming pool	

Checked by: .....

<b>Area</b>	<b>Room</b>	<b>Checked</b>
Pre-Prep area checklist	Year 3 classroom (KK)	
	Year 2 classrooms (SF/MF)	
	Year 1 classroom (NJ)	
	Reception Classroom	
	Boys cloakroom	
	Girls' cloakroom	
	Nursery Classrooms	
	EYFS outdoor Classroom	
	Front yard	
	Back yard	

Checked by: .....

<b>Area</b>	<b>Room</b>	<b>Checked</b>
Staff Houses - Central	Arts Cottage – Nicki Johnson	
	Around the back of Arts Cottage	
	1 Cringles – Paul Hill	
	Around the back of 1 Cringles	
	2 Cringles – Sam Shaw-Kew	
	Around the back of 2 Cringles	
	Tree Tops Cottage – Penny Kay	
	Stable Cottage – James/Becky Hadfield	
	Garden shed	
Workshops	Main Workshop	
	Tractor Shed	
	Diesel Shed	
	Store room at back of teaching block	

Checked by: .....

<b>Area</b>	<b>Room</b>	<b>Checked</b>
Staff Houses - Central	1 South Drive – Marie Cooper	
	Garden shed	
	2 South Drive – Rachel Denham	
	Garden shed	
	3 South Drive – Kirsten Knight	
	Garden Shed	
	4 South Drive – Kate Martin	
	Garden Shed	
Garages	1	
	2	
	3	
	4	
Astroturf	Main changing cabin	
	Smaller shed	

Checked by: .....

<b>Area</b>	<b>Room</b>	<b>Checked</b>
Stable Yard Teaching Block	Art Room	
	Toilets	
	By Stable Cottage – around bins and path	
	French (JL) Classroom	
	Maths (MC) Classroom	
	Geography (PH) Classroom	
	SRH Classroom upstairs – 1	
	SRH Classroom upstairs – 2	
	Science Lab 1	
	Science Lab cupboard	
	Science Lab 2	
	Resources room (photocopier)	
	Sam Shaw-Kew’s Classroom	
	Penny Kay’s Classroom	
	Mick Fowld’s Classroom	
	Mike Spencer’s Classroom	

Checked by: .....

<b>Area</b>	<b>Room</b>	<b>Checked</b>
School Grounds	Tennis Courts	
	Main car park	
	Woodland Classroom	
	Pavilion	
	Games Storage unit	
	Woods	

Checked by: .....