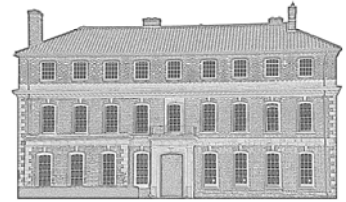


# WINDLESHAM HOUSE SCHOOL

## MISSING PUPIL POLICY



**Reviewed: January 2011**

**Policy Ref: 007**

**Windlesham**

### 1) Guidance Statement

- a) The welfare of our children at Windlesham is our paramount responsibility.
- b) Every adult who works at the school has been trained to appreciate that he or she has a key responsibility for helping to keep all of the children safe at all times.
- c) Our staffing ratios are generous and are designed to ensure that every child is supervised as appropriate for his or her age and maturity. It must be recognised that if children are to gain the maximum benefit offered by a country site like ours, they must be allowed some freedom within the framework of clear and simple rules.

This policy also applies to our Early Years Foundation Stage and after School care.

### 2) Educational Visits

- a) The enhanced supervisory arrangements for outings involving our youngest children are set out in a detailed policy document: "Educational Visits for EYFS Children."
- b) Both documents are on our web site and can be provided to parents on request.
- c) We review these policies regularly (at least once a year) in order to satisfy ourselves that they are robust and effective.
- d) All new staff receive a thorough induction into the importance of effective supervision of very young children.

### 3) Action to be followed by Staff if a child goes missing from the School

Our level of supervision make it likely that a missing child will be noticed very quickly. Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child is found to be missing, we carry out the actions detailed in our "Missing Pupil Procedure", with which all our staff are familiar. Copies of the procedure are kept by all telephones in the school.

### 4) Procedures to be followed by Staff when a child is not collected on time

- a) If a child is not collected within half an hour of the agreed collection time, we will call the contact numbers for the parent or carers.
- b) If there is no answer, the Head of Little Windlesham or the Head of Day Pupils as necessary/appropriate, will begin to call the emergency numbers for this child.
- c) During this time, the child will be safely looked after.
- d) If there is no response from the parents' or carers' contact numbers or the emergency numbers within 3 hours, the Head of Day Pupils or the Head of the Little Windlesham as necessary/appropriate will contact the West Sussex Social Care Duty Officer. Social Care will

# WINDLESHAM HOUSE SCHOOL

## MISSING PUPIL POLICY

make emergency arrangements for the child and will arrange for a visit to be made to the child's house and will check with the Police. We will make a full written report of the incident.

- 5) **We undertake to look after the child safely throughout the time that he or she remains under our care.**