



Early Years Keeping Children Safe

Introduction:

The welfare of our children at Richard Durning's Primary School is our paramount responsibility. Every adult who works at our school has a key responsibility for helping to keep all of the children safe at all times. Our staffing ratios are deliberately designed to ensure that every child is supervised the whole time that he or she is in our care.

Information for parents:

Information is given to Durning's Ducklings and Reception children parents which describes:

- The arrangements for supervising the children whilst they are in school
- The arrangements for registering the children in both the morning and afternoon
- The arrangements for arriving at school and home time
- The supervision of the playground by staff
- Passwords are used by anyone else collecting the children from school

Actions to be followed by staff if a child goes missing from the school:

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child was found to be missing, we would carry the following actions:

- Take the register in order to ensure that all the other children are present
- Inform the Headteacher and Early Years Coordinator
- Occupy all of the other children in the classroom
- At the same time, arrange for one or more adults to search everywhere within the school, both inside and out, carefully checking all spaces, cupboards and toilets where a small child might hide
- Check the doors and exits for signs of entry/exit
- If the child is still missing, staff should follow the following missing Pupil Procedures.

During the school day- If a child goes missing from their classroom or from any other supervised activity during the school day, the following procedures should be followed:

- The Headteacher should be informed and an incident form opened and the time recorded by them
- Classmates/friends should be asked of the child's whereabouts and any relevant information noted. Also, where and when the child was last seen
- A check made with the class teacher and register
- A check made with the school office for any further information which may have arisen as the result of a recent phone call to explain the absence.

A thorough search of the school will be organised by the CPO, who will inform the relevant teachers/staff of the child's disappearance.

A base will be made in the School Office from which the search will be coordinated. The Headteacher will decide on search areas for particular staff. This search should be concluded within half an hour of the initial report of absence. The CPO will extract personal files on the child, and a recent photograph, if available, they will then contact parents and police and the Local Children's Safeguarding Team to inform them of the situation.

The school would cooperate fully with any investigations. The Headteacher will then inform the Chair of Governors and Ofsted in the case of a pupil from the Early Years.

Actions to be followed by staff if a child goes missing on an outing:

- An immediate head count would be carried out in order to ensure that all other children are present
- An adult would search the premises immediately
- The remaining children would be kept together
- Inform the Headteacher and the CPO by mobile phone
- Ask the Headteacher to ring the child's parents and explain what has happened, and what steps have been set to find the child. Ask them to come to the school/venue at once
- Contact the venue manager and arrange a search
- Contact the police
- The Child Protection Officer to inform the Local Children Safeguarding Team
- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care
- Inform the chair of Governors

- Ofsted would be informed if the pupil is in the Early Years
- (If the child is injured) A report would be made by the CPO.

A full record of all activities taken up to the stage at which the child was found would be made for the incident report.

Actions to be followed by staff once the child is found:

- Talk to, take care of and, if necessary, comfort the child
- Speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing
- The Headteacher will speak to the parents to discuss the incident
- The Headteacher will promise a full investigation (if appropriate involving Social Services/ Local Children's safeguarding Team)
- The investigation should involve all concerned providing written statements
- The report should be detailed covering: time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, (the purpose of the outing), the length of the time the child was missing and how he/she appeared to have gone missing.

If the child is not found on the premises of the School, a wider search will be organised and co-ordinated by the CPO.

Reviewed: September 2023

Due to be Renewed: September 2024