



## Croydon High School GDST Croydon High Senior School Lost or Missing Child Policy

**Responsibility:** Deputy Head (Pastoral)  
**Last review:** July 2021  
**Next review:** July 2022

The welfare of all children at Croydon High School is our paramount responsibility. Every adult who works at the school has been trained to appreciate that they have a key responsibility for helping to keep all of the pupils safe at all times.

Risk assessments are regularly reviewed for the safety and security of children on the premises. Ratios of staff supervision are adhered to. Electronic registers are taken promptly at the beginning of the morning and afternoon session and during lessons within the school day. Co-Curricular Club Leaders also take a register.

### **Actions to be Followed by Staff if a Child Goes Missing from the Senior School**

Upon suspicion of a missing child

#### **Staff should:**

- Alert SLT immediately in person/phone (not email)
- Calmly gather information from the pupil group as to the last known whereabouts of the pupil, and likely venues if not where they should be.

#### **SLT should:**

- Arrange for a check of the medical room, music timetables and signing out book (Front Office).
- If child not found, activate the **Stay Put Procedure**:
  - Bells to ring 3 times, thrice;
  - All persons should stay in the room they are in. Children not with staff members should move to the nearest room where there is one;
  - Those teaching should send an email to SLT of any extras/absent in their room, and;
  - Phones should be put on the desk at the front of the room.

#### **For missing child:**

- An email should be circulated with name, year group, form and photo of the child;
- Instruction to colleagues not teaching a group to gather in the Senior Staff Room;
- Sweep of building and grounds to be conducted;

- Incident log should be started (DH(P)), and;
- Headmistress to make contact with parents.

For areas without specific responsibility, staff not teaching will be directed from the Senior Staff Room to sweep an area.	
<b>Areas to search</b>	
Sweep grounds externally. Close and martial all gates	<b>Caretakers</b>
<b>Toilets</b>	Top floor Science, Library, Sixth Form, J-corridor, Lecture Theatre, 50/51, visitors, K block each floor (3), Music dept., LDR, Sports Centre changing rooms
<b>Swimming pool</b>	
<b>LRC</b>	Innovation Hub Manager
<b>Medical room</b>	School Nurse
<b>Counselling spaces</b>	English Book Room, next to Staff Room, Wellbeing Hub, J-corridor Office
<b>Music department</b>	
<b>Dining rooms</b>	
<b>Pavilion</b>	

- After exhausting reasonable initial search: call 999 (Deputy Head (Pastoral), and;
- HoY and SLT should interview known friends for information, including use of mobile phones to check social media updates/locations.

#### **Actions to be Taken Once the Child is Found**

- All Staff Email to inform that child has been found;
- Talk to, take care of and comfort the child;
- The Headmistress will speak to parents to discuss events and give an account of the incident;
- Speak to the other children to ensure they understand why they should not leave the premises;
- Media queries should be referred to the Headmistress, and;
- 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 length of time the child was missing and how she appeared to have gone missing, lessons for the future.