



DUCKS Missing Child Policy

Children are closely supervised throughout the day by DUCKS staff. During the day the children may move between inside and outside activities under the supervision of staff.

To further ensure the children's safety we have the following systems in place:

- a register is taken at the beginning of each session, morning by 9 am and afternoon by 1.40 pm
- in the Infants' School the main door is kept locked at all times
- the Kindergarten front door is opened via a video and audio entry system
- at the Kindergarten the blue hall door is accessible by key code lock during the day
- staff are on gate duty on the Key Stage 1 and Early Years gates from 8.45 - 9.00 am
- all playground gates are locked during the day
- children are registered in Before School Care
- children are registered at Beyond the Classroom (BTC) and signed out by their parent or carer on leaving BTC
- there are assigned collection points for BTC
- if a child leave during the school day for any reason the parent or carer collecting them must wait in the foyer whilst the child is collected by a member of DUCKS staff

In the unlikely event a child appears to be missing within DUCKS then the following procedure will be followed:

- a senior member of staff will be informed immediately and all available staff present will be deployed to start an immediate thorough search
- the Head or Deputy, or in their absence a member of the DUCKS Leadership Team, will be informed and will also carry out a search of the area
- other adults in the vicinity will be asked if they have seen the child
- if appropriate, on-site security will also be informed and a description of the child/children given, (Dulwich College Security mobile: 07860 648 965)
- after 15 minutes in the event of a child not being found, the Head will immediately inform the police and the parents/carers and the Deputy Master Pastoral of Dulwich College

- during this period, staff will be continually searching for the missing child whilst other staff will work to maintain as near to normal a routine as possible for the rest of the children in the School
- any parent or carer who finds a lost child must bring them immediately back to DUCKS
- the Head or Deputy will meet the parents/carers and police
- the Head or Deputy will await instructions from the police
- any incidents where the child has been lost for longer than 15 minutes must be reported to the Head of DUCKS as soon as possible and recorded on Arbor
- Southwark Social Services and Ofsted in respect of the Kindergarten will be contacted and informed of any incidents; within 24 hours
- with incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience and this can be provided by the College counsellor.

The Head of DUCKS must keep in mind at all times, and act upon, the primary principle laid down in the Children Act – **the welfare of the child is paramount.**

Last reviewed: September 2018

Next review: September 2019