

## Missing Pupils – EYFS (PG 12, WS) Appendix to BG29

### Policy Statement

The safety and security of our pupils is of paramount importance. West Hill Park School occupies a site in the centre of the school grounds. We recognise the need to maintain security along all boundaries, ensuring that pupils cannot leave the site un-noticed and to prevent unauthorised access to the site.

We have implemented a range of strategies to ensure as great a safety level as can be reasonably managed. However, our security arrangements are under constant review and we fully acknowledge that it is inappropriate to become complacent.

### Security Procedures

- Children are received into EYFS from 0815 (or from 0745 by arrangement) The children are registered and taken into the EYFS Centre or EYFS outdoor play area under the care of the duty staff.
- The time that pupils arrive at EYFS is recorded in the register together with special information from the adult who accompanies them.
- The EYFS register is taken at 0900. For Reception, this is entered on the electronic school registration system.
- If a child is absent without notification the parent is contacted by telephone, before 1000.
- The register is checked and amended at the start of each session: 1200, 1300, 1500 by the duty staff.
- The main door can only be used with a valid biometric data profile. At times this door provides access to free flow play areas. Duty staff monitor entrances to the centre and gate entrances to outdoor play areas.
- Adults, familiar or unfamiliar, entering the EYFS outdoor areas, or arriving at the door are met and questioned by EYFS Staff. Workmen/service providers/unexpected visitors are redirected/escorted to Main School Reception to sign in. Parents are accompanied to their child, and planned visitors are signed into the EYFS Visitors book and signed out on departure.
- Pupils are always escorted by EYFS staff should they leave the department to move around the school site.
- At the end of the day pupils are handed over to their parents or designated adult. Parents are asked to sign and time the register on collection of the child. Any child not collected by their parent is signed into the register for the following session. If parents do not arrive in 10 minutes they are contacted by phone. Children will be kept with the group until collected. If this is after 5.45, the end of EYFS day, the child will be accompanied to Prep School by one member of staff and arrangements made for the child to be collected from there.

### Should a child become lost the following action should be taken:

- Alert the Head of EYFS and Headmaster who will make enquiries of relevant members of staff as to when the child was last seen and where.
- Remember the safety of the other children, with regard to supervision and security.
- Ensuring that the remaining children are sufficiently supervised and secure, one or preferably two members of staff should search the building, playground and immediate vicinity.
- If the child cannot be found within fifteen minutes then the police and parents must be informed.
- Continue to search, opening up the area, and keeping in touch with mobile phones if available.
- The relevant governing body, ISI, should be informed of the incident and outcome.
- Risk assessment carried out as necessary.

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		Author/Lead:	EYFS Head

When the situation has been resolved members of staff should review the reasons for it happening and ensure measures are taken to ensure that it does not happen again.

**Monitoring and Evaluating the Policy**

- To review the policy as a whole staff regularly.
- To monitor changes as they occur.
- To discuss the effectiveness and implementation of the policy.

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