



# St George & St Teresa Catholic Primary School



Mill Lane, Bentley Heath, Solihull, West Midlands, B93 8PA.



**Dragons Extended Day Care  
Manager Mrs R Packwood**  
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Faith  
We live it,  
Love it  
And learn it.

## Missing Children

In our Wraparound and Before and After School Provision, robust safeguarding procedures are in place from the moment children arrive to the moment they are handed over to school staff or parents. Our staff are always alert to the possibility that children can go missing. Therefore, in addition to the procedures set out in our Arrivals and Departures and Site Security policies, we have a range of strategies in place to minimise the risk of this happening during sessions.

- St George and St Teresa School site is monitored by CCTV cameras at all times.
- The entrance to the Dragons building is gated. This gate is operated by staff using a buzzer entry system once they have identified the caller.
- Parents and carers use the coded keypad when exiting the premises.
- The main door to the Dragons building is kept locked at all times. The door handle/lock is located in a high position out of the reach of our youngest children.
- Children are not allowed to operate the door handle/lock at any time. To ensure this message is consistent, this also applies when they are leaving the building with their parents/carers.
- During times of transition between school buildings and the Dragons building, a designated member of staff will supervise the outer doors to ensure children arrive at their destination safely.
- Registers are completed at the beginning of the session and checked at key points throughout the day.
- Children that are attending on site extra-curricular activity clubs, are visited by Dragons staff to ensure they are in attendance.
- Children are supervised by a member of staff whenever they are separated into groups to access a range of activities.
- Staff are responsible for carrying out head counts whenever children are moving from one area of the site to another.
- Staff use Walkie-Talkies to communicate with one another across the site.
- Safety and security procedures will be regularly reviewed by the Manager in consultation with staff and parents/carers.



If for any reason a member of staff cannot account for a child's whereabouts during a session at Wraparound or the Before and After School Provision, the following procedure will be activated:

- The member of staff concerned, will inform both the Manager and the rest of the staff team that the child is missing and a thorough search of the entire premises will commence. The staff team will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised.
- The Manager will nominate staff, to search the area surrounding the premises. All staff will be extra vigilant to any potentially suspicious behaviour or persons in and around the Provision.
- If after 15 minutes of thorough searching the child is still missing, the Manager will inform West Midlands Police and then the child's parent/carer.
  - While waiting for the police and the parent/carer to arrive, searches for the child will continue. During this period, other members of staff will maintain as normal a routine as is possible for the rest of the children at the Wraparound and Before and After School Provision.
  - The Manager will be responsible for meeting the police and the missing child's parent/carer. The Manager Will co-ordinate any actions instructed by the police, and do all they can to comfort and reassure the parent/carer.
  - Once the incident is resolved, the Manager and the staff team will review relevant policies and procedures, to include Site Security and Risk Assessment, implementing any necessary changes.
  - All incidents of children going missing from the Provision will be recorded and in cases where either the police or children's services have been contacted, Ofsted will be informed.

**Multi Agency Safeguarding Hub contact number – 0121-788-4300**

Policy updated	November 2020
Mrs R Packwood	Manager of Extended Day Care
Ratified by Governors	November 2020