

**Policy for dealing with a major incident or disaster, a missing child
and a child who is not collected:
The Whole School Policy including EYFS and Boarding**

There is no need to define a major Incident or Disaster; it will be obvious if one has occurred or if events are reasonably likely to lead to one. Examples include major terrorism activity directly affecting the school or its community, violent storm damage affecting school buildings or access, major traffic accident affecting pupils and/or staff.

As a first step there should be an immediate calling of SMT.

The Headmaster, or his Section Heads, take command and are responsible for final decisions.

All relevant angles of the incident should be considered, and a plan drawn up and recorded as quickly as possible.

The essential elements will be speed, clarity, simplicity.

Prioritise action to be taken:

- Security of children and staff
- Information to School Office
- Alert emergency services or outside bodies
- Contacts to parents (Use of Clarion Call)
- Agree key staff roles
- Timetable for review meeting

If appropriate, children to be collected together in main hall for briefing with staff, then split into smaller sections. If necessary staff separately briefed.

Clear written instructions for staff to be posted in Common Room and given to the School Office.

No staff member should leave school without permission whilst there is a state of emergency.

Missing Child Policy

If a child goes missing at any times in the school day, immediately inform a senior member of staff who should take the following action:

- Place any other children s/he is supervising in a safe and secure room (evenings within the Boarding House.)
- Immediately inform another member of staff, preferably the Headmaster, so that one can look after the children while the other continues with this procedure:
 1. Ask the children when and where they last saw the missing child.
 2. Check the school buildings and/or grounds in the area the child was last seen.
 3. It may be necessary to summon the whole school by way of a fire drill; Headmaster decides.
 4. Telephone the parents to inform them and to find out if the parents have any knowledge concerning the child's disappearance or whereabouts.
 5. If none of these actions enable the child to be located, inform the police without further delay. This should all be complete within twenty minutes.

School Nurses track records of attendance. If a child goes missing a number of times or has regular unauthorised absence (ten days or more), then the school will inform Surrey Education services.

If a child is not collected

The class teacher or member of staff responsible for the dismissal of the class should ensure that each child is met by an adult on the drive. Permission from the parent must be given to allow others, including siblings, to collect children. Children who do not have an appropriate adult there to meet them should remain with the teacher on duty. The teacher will then make arrangements at the Front Office for the child to be picked up. The child will go to TASC or Twilight accordingly. If this is full they will remain with a teacher on duty. If collection has not taken place by 1800 they are cared for by the Headmaster and the Boarding House. If collection, or communication with a child's parent/s is still not made by 1900 then Children's Social Care Services will be contacted on **0300 200 1006**.

Written by PG Sept 2015
Updated by TJGL October 2016