WETHERBY PREPARATORY SCHOOL
MARYLEBONE

inspired

Wetherby Preparatory School
Bryanston Square
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020 7535 3520

Missing Child Policy

Policy reviewed by:	Lloyd Jackson
Review date:	July 2026
Submission date:	July 2026
Policy actioned from:	September 2026 – August 2027
Next review date:	July 2027
Reviewer's signature:	
Head's signature:	

Circulation: This policy is addressed to all members of staff and volunteers and is available to parents on request. It applies wherever staff or volunteers are working with the boys.

Please note: 'School' refers to Wetherby Preparatory School and 'parents' refers to parents, guardians and carers.

Lost Boy Procedure (in School):

Boys must be supervised at all times.

The primary principle laid down in the Children Act – **the welfare of the child is paramount** – must be kept in mind at all times.

All registers must be completed before the start of each session. Morning registration takes place at 8am, before the first lesson which starts at 8:45am. Afternoon registration takes place at lunchtime.

In the unlikely event of a boy going missing the procedure is:

- **Stay calm** and instigate a search of the immediate area in particular areas such as toilets, cupboards and other areas of a size capable of hiding a boy.
- Check the doors, reception and CCTV records for signs of entry/exit.
- If the boy cannot be located then the Head and Deputy Head (Pupils and Operations) must be informed that a boy is missing. If both are off site then the person who is acting on their behalf must be informed, usually a member of the Senior Management Team.
- The senior member of staff present arranges for all the other boys to be satisfactorily supervised.
- Management are to check premises thoroughly, including classrooms, storage areas and streets directly outside the school.
- Enquiries to be made through other adults within the school and nearby vicinity.
- One or more member of staff to be delegated to check local roads.
- If the boy is still missing after 15 minutes then the following procedure must be followed:
  a) Parents must be contacted at this stage by the Head or most senior member of staff available.
  b) Inform the Police on the number held in the office who will advise on next stage.
  c) Inform Inspired Education Group of planned action.
  d) Re-check all venues.
  e) Check by phone and/or mobiles all adults – first staff and then parents – who have recently left the premises.
  f) A complete account of the incident must be recorded in the Incident File.
  g) Staff should not speak to anyone who has no need to know or who might be a member of the media, and under no circumstances should the name of the boy be divulged to any such person.
  h) Legal liability should not be discussed with or admitted to anyone.

IF A BOY HAS BEEN REMOVED FROM THE SCHOOL BY AN UNAUTHORISED PERSON IT IS VITAL TO CONTACT THE POLICE, 999, AND THE BOY'S PARENTS IMMEDIATELY.

Lost Boy Procedure (outside School):

To ensure safety on school trips the following measures must be taken:

- All boys have to have a trip consent form before being allowed on certain trips (see Off-Site Visits and Related Activities policy), which is signed by the boy and their parents. These are held in the Deputy Head (Pupils and Operations)'s Office.
- Contact details for parents to be taken on the trip so that they can be contacted in an emergency. The group leader will have a copy of these and will ensure teachers have access to them as well.
- On trips away, boys will be divided into groups. The arrangement of the groups will be decided by the nature of the trip.
- Each adult in charge of a group will have details of which boys they are responsible for.
- The boys will be given details of the adult who is responsible for them, including their name.
- All boys will be told to stay with the adult and not to stray or go anywhere unaccompanied. If they need the loo they must ask and be taken with the group by the adult in charge.
- The boys will be given wristbands with the school's name and contact number on them.
- A regular headcount will be taken of the group.
- The boys will be told what to do if they become separated from the group. This will depend on the nature of the trip being taken but in general it will involve telling the boys to:
  a) Stay where they are as someone will come back to look for them.
  b) Look around to see if they can see the group or another group from the school.
  c) Not to go with anyone even if they tell you they know where to find the teacher or adult they were with.

In the unlikely event, when taking a headcount, a boy appears to be missing the procedure is:

- **Stay calm** and ensure the Group Leader is aware of the situation.
- The group will stay still and keep together. Two adults will stay with the group and a minimum of two adults will immediately start searching for the missing boy.
- If the boy is still missing after ten minutes, the staff on site will be informed, Wetherby Preparatory School will be contacted and the Police will be called.
- The group leader will be prepared to give the following information:
  1. The Group Leader's name
  2. What has happened
  3. Name, age and address of the boy
  4. Time of the incident
  5. Any special medical or special educational needs
- Wetherby Preparatory School will contact the parents of the missing boy to inform them of what has happened and the steps that are being taken to find their son. They will also inform Inspired Education Group (020 3867 9961).
- A search will continue to happen after calling the police and the school.
- The teacher/adult involved will write up the incident as fully as possible.
- Teachers/adults should not speak to anyone who has no need to know or who might be a member of the media and under no circumstances should the name of the boy divulged to any such person.
- Legal liability should not be discussed with or admitted to anyone.

TELEPHONE NUMBERS:

SCHOOL	020 7535 3520
PAUL DAVID	020 7535 3520 ext 3624
JOE PATEMAN	020 7535 3520 ext 3625
LLOYD JACKSON	07977 849124 / 020 7535 2520 ext 3626
NATASHA GOURLAY	020 7535 3520 ext 3625
INSPIRED EDUCATION GROUP	020 3867 9961

Uncollected Boy Procedure (in School):

Members of the Senior Management Team are responsible for school dismissal at 4pm and 5pm. If a boy is due to be collected at 4pm but has not been collected by 4:15pm they will be sent to Homework Club. A member of the administration team will call the Homework Club teacher when the boy's parents arrive or if they are to stay until 5pm.

If a boy is due to be collected at 5pm but has not been collected by 5:20pm then the member of SMT will call the boy's parents. If contact is unable to be made at that time the member of SMT will keep trying every five minutes.

After 6pm, having taken all reasonable steps to contact an 'uncollected' boy's parents and then the third named person on contacts list, to no avail, Children's Services will be contacted in order to protect the boy. The school would, of course take further advice and support from the police should the need arise.

On Friday the whole school is dismissed at 4pm so members of the SMT are to follow the Monday to Thursday 5pm procedure.

Uncollected Boy Procedure (outside School)

If a boy who was due to be collected from a school trip or fixture has not been collected then the Group Leader or teacher in charge of the fixture will take the following steps:

- Five minutes after collection time: attempt to contact with parents.
- Ten minutes after collection time: attempt further contact with parents.
- If 15 minutes after collection time has passed and the boy has not been collected then the Group Leader or teacher in charge of the fixture should accompany the boy back to school. Private vehicles are not to be used for transporting boys. Two members of staff should accompany the boy back to school via taxi which will be booked by the school's administration team. A member of the Senior Management Team should also be informed.
- The Group Leader or teacher in charge of the fixture should call a member of the Wetherby Preparatory School administration staff and ask that the both boy's parents to be emailed and informed that their son is returning to school along with a collection time from school. The member of administration staff will also attempt to make contact over the telephone.
- If when the Group Leader or teacher in charge of the fixture returns to school and the boy still has not been collected after 30 minutes, without good reason, the member of staff will refer to the Assistant Head (Pastoral) and DSL.