



MISSING CHILD & CHILD NOT COLLECTED POLICY AND PROCEDURES

Consistent with Keeping Children Safe in Education

Applies to:

- the whole school including the Early Years Foundation Stage (EYFS), the out of school care and extra-curricular activities inclusive of those outside of the normal school hours.
- all premises under the control of the School and details the approach to the control of risk from fire.

Legislation Framework

This policy pays reference to the following guidance:

- Independent School Standards Regulations (ISSR);
- Part II of the Regulatory Reform (Fire Safety Order) 2005, (www.opsi.gov.uk)
- Fire Safety Act 2021
- "Fire Risk Assessment," Ecclesiastical Risk Services Ltd guidance note (www.ecclesiastical.com)
- "Fire Safety" Chapter O of the Bursars' Guide by Owen David Risk Management Ltd (www.owendavidsafety.net)
- "Fire Safety: In new and existing school buildings" DfE Guidance, (www.gov.uk/df)
- "Fire Safety Risk Assessment for Educational Premises" and "Fire Safety Risk Assessment: Sleeping Accommodation," DCLG publications (www.communities.gov.uk)
- Education Funding Agency "Fire risk during school maintenance or building works" (Nov 2016)

Availability:

This policy is available on the School website.

Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Headmistress.
- The Proprietor undertakes a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require. The key priorities from the review are incorporated into the School Development Plan on an annual basis.

Reviewed by:



Michelle Jenkin (Headmistress)

Date: 1st September 2025



Kane Andrews (Proprietor)

Date: 1st September 2025

Related Documents:

- Health and Safety Policy

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AIMS AND OBJECTIVES

The guidance in this document aims to ensure that risks from fire are identified and that arrangements are in place to control those risks. It is also intended to enable the School to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance.

GUIDANCE

The School has in place procedures for:-

- a) carrying out fire risk assessment;
- b) preventing fires;
- c) evacuation in the event of a fire;
- d) maintaining and checking all fire detection, alarm and fighting systems.

RESPONIBILITIES

The School Business Manager (SBM) has responsibility for the ongoing management and maintenance of fire safety arrangements, including:

- maintaining and ensuring the local implementation of the School fire procedures;
- for making and maintaining a 'fire map' of the School premises, showing places of high risk and the precautions put in place by the School. Copies of these maps are brought to the attention of all employees and others who may be affected by:-
 - a) posting a copy of the fire map on notice boards;
 - b) bringing the fire map to the attention of all employees, contractors and visitors, etc during all training and site induction sessions;
- appointing a sufficient number of School Fire Marshalls and ensuring that all appointed Fire Marshalls are appropriately trained;
- ensuring that all staff, students, contractors and visitors are made aware of basic fire safety procedures;
- ensuring that fire drills are carried out each school term, to familiarise staff, students and other users of the School with the school evacuation procedures in the event of a fire emergency;
- ensuring that that good standards of housekeeping are maintained at all times, including ensuring that all means of escape are kept clear of obstructions, and free of combustible material and any potential sources of ignition;
- ensuring that all statutory instructions relating to fire doors are observed;
- reporting any defects with the fire alarm system, emergency lighting, fire doors, portable fire extinguishers or fire signs etc. to the appropriate persons;
- reporting any incidents of fire; and
- coordinating the fire evacuation of the school buildings in the event of a fire emergency.

Fire Marshalls

Fire Marshals are responsible for:

- maintaining an overview of the School's emergency plan; the role of the First Response Team and Fire Marshalls.;

- knowing the location of the 'Control' and 'Assembly' Points;
- having an understanding of the fire detection and alarm system and the fire equipment available;
- reporting procedures for non-compliant issues; and
- in the event of a fire, checking areas to ensure that people have evacuated.

Responsibility of Staff

The effectiveness of the Fire Safety Policy will depend on the full co-operation of every member of staff, without exception. Complying with the fire safety procedures should be regarded as a basic duty by all the staff.

FIRE RISK ASSESSMENT

The School premises will be subject to a fire risk assessment. This may be conducted by an external consultant or other competent person, such as a suitably trained Maintenance Engineer. The person undertaking the assessment should liaise closely with the SBM.

The fire risk assessment will be reviewed and / or updated every year or in the event of significant changes to the buildings or their usage.

A copy of the fire risk assessment report will be available on site (from the SBM) and employees' attention brought to any hazards found in the assessment.

Fire hazards will be eliminated or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.

Regular assessments will be made by staff, including the Fire Marshals / Caretaker to ensure that the walkways are kept clear of obstruction and tripping hazards.

FIRE DETECTION

The School premises has adequate means of fire detection, which is maintained and regularly checked by competent persons.

Fire Alarm

- The School premises has an adequate means of raising the alarm in the event of fire.
- The fire alarm system is tested weekly with the date and time made known. This will be managed by the Caretaker. The alarm will be activated using a different activator point each week, where this is practicable.
- The fire alarm system will be serviced in accordance with requirement stipulated by the appointed service provider and will be conducted by a competent contractor (e.g. ISO 9001 / BAFE).
- Records of tests and servicing are maintained in a fire log book held by the Caretaker.

Fire Fighting Equipment

- The fire risk assessment will determine the minimum level of firefighting equipment which must be present in the School premises.
- Fire extinguishers, fire hoses, wet and dry risers and/or other fire suppressant systems will be serviced by a competent contractor annually and the service date recorded on each extinguisher/hose reel/system.

Emergency Lighting

- Emergency lighting is installed in the School where lighting would continue to be required in the event of a mains power failure, eg stairs, passageways and emergency exits.
- Where emergency lighting is generator powered, the lighting is tested monthly by way of simulated mains failure.
- Any battery-operated emergency lighting will be tested monthly (charge & illumination) and an annual full discharge test by a competent contractor
- Records of testing and servicing of emergency lights will be maintained by the Caretaker.

Fire Zones

The School Business Manager (SBM) will be responsible for the identification and signage of the fire zones.

Fire Drills

- Evacuation drills are carried out once a term.
- The first drill should be carried out as soon as the New Year begins so that all new students and staff are aware of the procedures.

EMERGENCY PROCEDURES

- Emergency fire procedures are detailed in Appendix 1. These written instructions will include procedures in the event of a fire and where required, procedures in the event of a bomb warning.
- Notices will be displayed in each building of the School premises detailing the action to take in the event of a fire and highlight the assembly point to evacuate to in an emergency. This may be different from the Fire evacuation point depending on location. An example notice is included at Appendix 2.
- There must be adequate means of escape for all occupants of the School premises. These means of escape are clearly signed with pictograms.
- The means of escape will be regularly inspected by the Fire Marshals to ensure they are kept clear of obstructions and tripping hazards.
- Where disabled persons use the premises, specific arrangements will be made to ensure they can escape in an emergency. For staff and pupils there will be a Personal Emergency Evacuation Plan (PEEP) in place, visitors will be catered for by the SBM when notified.
- Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to SBM. It is the responsibility of the

SBM to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

Summoning the fire brigade:

- The School is occupied between 8.00am and 5.30pm in term-time.
- The master panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is located in the entrance vestibule by the corner door to the playground.
- The Caretaker always gives advance warning of fire practices. If the alarm goes off for any other reason, staff have standing instructions to summon the Fire and Emergency Service at once.
- Nominated members of staff are listed as contacts with our service provider and will be called in the event that the fire alarm is triggered during non-school hours. The alarm monitoring service provider and the nominated persons have standing instructions to summon the Fire and Emergency Services if the alarms go off outside of school hours.

FIRE TRAINING

Staff will be informed in relation to:-

- a) action to take if they discover a fire, including how to activate the fire alarm;
- b) action to take on hearing the alarm, including location and use of exits and escape routes; and
- c) action to take in the event of a bomb alert.

Pupils will be informed of exits and escape routes

Fire Marshals will receive regular refresher training. Fire Marshals will be trained in:-

- a) emergency evacuation procedures;
- b) use of fire extinguishers; emergency procedures;
- c) how to spot fire hazards; and
- d) the provision of "safety assistance" in the event of a fire

Visitors and contractors:

- a) on arrival at the School will receive a briefing to ensure that they are aware of the policy procedures and assembly points in the event of an evacuation.
- b) for events with large numbers of attendees, such as open days, concerts an announcement will be made at the beginning of the event regarding evacuation arrangements.

FIRE PREVENTION

The School takes all reasonable precautions to prevent a fire from breaking out and recognises that for a fire to take place oxygen, flammable materials and a source of ignition must all be present. The processes of prevention are aimed at preventing one or more of these elements being together. To ensure the processes are being implemented the Caretaker will:-

- comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials (including weapons and ammunition, hazardous substances etc);

St John's Priory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

- regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by;
- maintain awareness through training and refresher training of the preventative steps that need to be taken; and
- pay close attention to the activities of contractors as appropriate, particularly during maintenance and building works

The SBM will:

- consult regularly with the Fire marshals; and
- include fire prevention and evacuation procedures during the induction process with all new starters.

FIRE RECORDS

Records are kept of training; inspections; evacuations and maintenance of systems and equipment.

APPENDIX 1: FIRE AND EMERGENCY PROCEDURES

The procedures for Fire and Emergency evacuation will be displayed in every classroom and in prominent positions around the School. These procedures will be updated on a regular basis and dated to indicate the latest update. The logbook for recording and evaluation of practice and evacuation drills will be held securely by the SBM. You should:

1. Familiarise yourself with the Fire Evacuation Procedures in your area.
2. Know the exact location and type of the nearest Fire Extinguisher, the nearest first aid kit and the nearest externally linked telephone in the part of the school where the bulk of your work is carried out.
3. Acquaint yourself with risk assessments relevant to your tasks.
4. Strictly adhere to any Health and Safety guidelines given to you by the SBM.
5. Report all instances where there is a risk to Health and Safety to the Health and Safety Officer (SBM). This should include “near miss accidents as well as deficiencies and perceived risks.
6. Report all accidents in the relevant Accident Book

Discovering a fire – raising the alarm

If you see a fire, press the black spot in the nearest fire alarm point, which will automatically sound the alarm (continuous bell). The SBM will call the correct service e.g. Fire Service, Police or Ambulance.

After ensuring the safety of any children in your care you may tackle the fire if you feel it is safe to do so. The senior member of staff on site will coordinate evacuation procedures with the help of the Fire Marshals. Evacuations must be completed and a roll call taken. Class teachers should ensure pupils remain calm and act responsibly.

On hearing the alarm

1. Evacuate the building when the School alarm system are activated.
2. Close all windows and doors if time and circumstances permit.
3. Switch off and isolate equipment if this can be done safely.
4. Leave lights on.
5. Do not stop to collect belongings.

Fire Escape Routes

- In the event of an emergency, exit the building by the nearest safe route to the Fire Assembly Point on the wall of the playground.
- All members of staff are asked to check non-teaching rooms near to the room they are in.

At the Fire Assembly Point

- On exiting the School, please make your way to the Fire Assembly Point to await the roll call.
- All Pupils and members of staff will assemble in the playground at the fire assembly point by the wall.

Child Missing & Child Not Collected Policy and Procedures

- Pupils will stand in orderly class lines and await the roll call.
- Teachers report that all pupils are present or give the name of any pupils missing to the Headmistress or the co-ordinating senior member of staff, detailing where they were last seen.
- The SBM will collect the visitor signing in books and conduct a roll call against these.
- The Headmistress or senior member is responsible for checking that all staff are present and accounted for.

Dismissal

- No-one is to re-enter the buildings or be dismissed from the Assembly Point until told to do so by the Incident Co-ordinating senior member of staff or their nominated representative
- Teachers must supervise their class until dismissed by the senior member of staff in charge, when dismissal will be conducted in an orderly fashion.

APPENDIX 2: EMERGENCY EVACUATION NOTICE

1. If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit.
2. If you are responsible for a class, make them leave quietly with you. No one should talk or run. Make your way to the assembly point on the playground.].
3. If you are teaching a class, take your mobile phone with you , so that you can access Compass. Do not take anything else, and do not allow the pupils to take anything. Shut doors and windows behind you.
4. The SBM or he Headmistress will summon the Emergency Services if the alarm sounds.
5. If you have a disabled pupil in your class, you should direct him or her, together with his or her carer, to wait for the Fire and Emergency Service in the nearest designated safe refuge.
6. Take the register of your class as soon as you reach the assembly point.
7. Report anyone who is waiting to be evacuated from a designated refuge, or who is missing immediately to Headmistress or SBM, who will inform the Fire Brigade. On no account should anyone return to any building until given permission by the Fire and Emergency Services.
8. Remain at the assembly point with your pupils until the all-clear is given.