

MISSING CHILD POLICY

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| Responsible: | Director |
| Date Reviewed: | January 2025 |
| Review Period: | Annually |
| Approval Authority: | Governors |
| External Release: | Yes |

The safety of all our students is our top priority and is a shared responsibility among the staff. We are committed to ensuring the safety, happiness and well-being of all our students whilst maintaining a **staff-to-student ratio of one staff member for every four students**. The importance of student supervision is extensively covered during staff induction.

All staff are residential and live on-site, sleeping in the same houses as our students. Each student is allocated a House Parent upon arrival, who will take care of their welfare and happiness for their stay.

On-Site Security Procedures

Students are registered at least three times each day:

- At the start of morning
- At the start of afternoon after lunch
- At bedtime
- In addition, further registers are taken during excursions and activities

The average on-site staff-to-student ratio is 1:4.

During excursions, students will be registered:

1. Before boarding the transport
2. On the coach before disembarking at the destination
3. At the excursion destination drop-off point
4. Several times during the day, depending on age and group size and according to the following ratios:
 - a. Minimum 1 adult for every 10 children aged 9 - 11
 - b. Minimum 1 adult for every 15 children aged 12 – 14
 - c. Minimum 1 adult for every 20 children aged 15 +
5. At the end of the day before departure on the coach before departure

What to do if a child is missing during registration onsite

Any child who is unaccounted for during registration will be reported to the office immediately. The Administrator and/or Director will attempt to call the child's mobile phone (if it is known) before initiating a search. Initial checks include bedrooms, friends' rooms and bathrooms followed by a thorough search of boarding accommodation and the surrounding area. If necessary, parents, police and other local authorities will be notified. Depending on the situation, the Designated Safeguarding Lead may inform the Local Safeguarding Partnership (LSCP) and will fully cooperate with any safeguarding investigation.

What to do if a child is missing during registration offsite

Any child missing from registration should be reported to the site office immediately. The Excursion Supervisor will then try to contact the child's mobile phone (if known), consult with the child's friends and initiate a search. Parents/guardians will be notified and if necessary, police and local authorities will be contacted.

All children are required to provide their Group Leader with a mobile phone number on which they can be contacted during off-site excursions, whether this is their own or that of a friend. While off-site children will wear **wristbands** and/or ID cards displaying the company's contact information. The office remains staffed at all times while children are off-site and must be available to assist with searches if needed.

Certain sites will have non-Kingfisher Education camps running at the same time, and other staff/children will be nearby on site. These and other sites have certain areas which act as public thoroughfares and will have members of the public walking through the areas where the Kingfisher Education camps are operating. At these sites, children must wear Kingfisher wristbands or carry Kingfisher Education cards at all times, and any person in the Kingfisher Education areas not working for Kingfisher Education or wearing a Kingfisher Education wristband or badge must be reported to the Centre Manager. Any visitors must be signed into the site office and issued with a Kingfisher Education visitor pass (to be returned on leaving the site when the visitor signs out).

What to do if a child does not arrive as planned at airport/rail station

We understand that weekends are often busy travel times, especially during the summer holidays, so delays are expected. However, should a flight or train be removed from the arrivals information board and the child has not yet arrived in the arrivals hall, the following procedure will be followed;

- Staff will enquire at the Information desk as to whether the flight's passengers have reached and been through the customs hall.
- Staff will request to put an announcement over the loudspeaker system calling the child to meet the Kingfisher Education representative at the Information / Airline desk
- Staff will continue to wait at the arranged meeting point for 10 minutes after the announcement
- A second announcement will be put out, and staff will wait for another 10 minutes
- If the child still hasn't come through, staff will call the child's mobile (if known) as well as the parents/emergency contact details.

If parents confirm that their child has been on the plane/train as planned but still hasn't shown, the support of the airline /station is sought to locate the child airside. Kingfisher Education staff will

remain the airport/train station until the situation has been resolved. Where necessary, police and/or other local authorities will be contacted.

Emergency Procedures in the event of a missing child during an excursion

1. If a child has not reported to the arranged meet-up point after 10 minutes, call their mobile (or a friend's mobile that is in the same group).
2. Allow a further 10 minutes and then notify the Excursion Leader who will take the next necessary steps.
3. If the child has still not been located after another 30 minutes, the police will be notified by the Excursion Leader.

Supervision

Kingfisher Education has very strict guidelines concerning supervision, that must always be followed. Participation in all sessions and activities are compulsory for all students, including evening entertainment and weekend trips. Free time is designated during mealtimes, allowing students to remain in their rooms or in approved areas within the camp. During these times staff will supervise boarding areas and common spaces. Students are permitted to swim designated swim times, with qualified lifeguards supervising all sessions. The swimming pools remain locked and off-limits at all other times. Students without consent will not be permitted to use the swimming facilities.

No student may leave the site, unless they have permission from the **Centre Manager** and are under the supervision of an adult.

Oundle School only – students aged 15 or over may go into Oundle village during free time under the following conditions (Exsportise staff carry out spot checks in the village):

- Students must be in groups of a minimum of 2 students, all of whom are aged 15 or over
- They must sign out at the camp office, leaving their phone number with the Administrators. At sign out they are given a time to be back by and a coloured card with the camp phone number and information about who to contact in case of emergency that both the student and members of the public can use. Different coloured cards are used each day and members of staff may stop students in the village and ask to see them
- On arrival back at camp the cards are handed back in. All students must sign in and out in person
- Students are expected to conduct themselves appropriately whilst in the village or in shops and cafes
- Failure to follow these rules will result in a student's permission to leave camp being withdrawn immediately