



BROOKE PRIORY SCHOOL



MISSING CHILD POLICY & PROCEDURES WHEN A CHILD IS NOT COLLECTED ON TIME

PART ONE: MISSING CHILD POLICY INCLUDING EYFS

INTRODUCTION

The welfare of all of our children at Brooke Priory School is our paramount responsibility. A child going missing from education, particularly on repeat occasions, is a potential indicator of abuse or neglect, including sexual exploitation, 'honour based' violence, child criminal exploitation, mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of FGM or forced marriage. Every adult who works at the school has been trained to appreciate that he or she has a key responsibility for helping to keep all of the children safe at all times. This includes the importance of effective information sharing to ensure our children are safe and receiving suitable education. Where staff have concerns that a child is missing from school, this policy should be followed.

Every member of our staff who works with children has read Part 1 and Annex B of Keeping Children Safe in Education. Our staffing ratios are generous and are deliberately designed to ensure that every child is supervised the whole time that he or she is in our care.

INFORMATION FOR PARENTS

The enhanced supervisory arrangements for outings involving our children (inc EYFS) are set out in a detailed policy document: 'visits out of school inc EYFS'. We review all our policies regularly in order to satisfy ourselves that they are robust and effective. All new staff receive a thorough induction into the importance of effective supervision of pupils and read Part 1 and Annex B of the DfE's 'Keeping Children Safe in Education' guidance.

Our pupil supervision policy describes:

- The arrangements for children arriving at school and leaving the premises at the end of the day
- The qualifications of our staff and the arrangements for supervising the children whilst they are in school
- The arrangements for registering the children in both morning and afternoon. We take a register of pupils at the start of the morning and afternoon sessions. Parents are responsible for notifying the school if their child is absent for any reason. The school will always contact the parent if the child fails to arrive at school without an explanation.
- The physical security measures which prevent unsupervised access to or exit from the building
- The supervision of the playground and the physical barriers that separate it from the rest of the school

INFORMATION FOR RECEPTION STAFF/CLASS TEACHER IF A CHILD IS ABSENT FROM SCHOOL

<u>Incident</u>	<u>Action</u>
Child absent from school	Reception staff to phone home as soon as possible to confirm absence if unknown. This is normally by 9:30am, but will always be on the day of the absence.
Child absent from school, no answer at home from either of the two named contacts.	<p>Contact next of kin and other reasonable steps (Contact neighbour/friends/relatives/other services if they are known to be involved-RCC/other schools if siblings attend other providers)</p> <p>Police and RCC social care should be contacted if there are any immediate safeguarding concerns.</p> <p><i>Member of staff from Brooke Priory to visit the house on day three (or before if the staff have safeguarding concerns), if contact can still not be made and staff are concerned about the safety of the child, Rutland social care or police should be contacted.</i></p>
A pupil who fails to attend school regularly or has been absent from school without the School's permission for a continuous period of 10 school days or more	<p>Report to the local authority (Children Missing from Education Officer: Helen Collins (01572 722577) or Email Inclusion@rutland.gov.uk)</p> <p>DSL to complete the Children Missing Education Referral Form.</p>
A child of statutory school age who are absent from school for 3 consecutive days without authorisation and whose whereabouts are unknown.	<p>DSL to complete CME Referral Form. Inclusion@rutland.gov.uk</p> <p>Follow and review appropriate steps to continue to trace whereabouts as below: -</p> <p>Continue to contact next of kin and other reasonable steps (Contact neighbour /friends /relatives/ other services if they are known to be involved-RCC/other schools if siblings attend other providers)</p> <p>Member of staff from Brooke Priory to visit the house on day three (or before if the staff have safeguarding concerns), if contact can still not be made and staff are concerned about the safety of the child, Rutland social care or police should be contacted.</p>

	NB: Police and RCC social care should be contacted if there are any immediate safeguarding concerns.
Child absent from school for longer than 3 days?	Reception staff to contact home to ask for doctors note on return if unsure of validity.
Child shows unusual patterns of attendance as flagged up and checked by class teachers.	DSL to contact home to follow up. Advice/referral to RCC as appropriate.

ACTION TO BE FOLLOWED BY STAFF IF A CHILD FAILS TO ATTEND FIRST DAY OF SCHOOL

All new pupils are placed on the School's admission register at the beginning of the first day on which the School has agreed that the pupil will attend the School. If a child fails to attend on the agreed date, staff must inform the Designated Safeguarding Lead without delay. The Designated Safeguarding Lead will consider notifying the local authority at the earliest opportunity.

Where there are changes affecting the child (including a change of address or school), these will be reflected in the admission register. This will assist the School and external agencies when making enquiries to locate any missing children.

ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING FROM THE SCHOOL

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child was found to be missing, we would carry out the following actions:

- Take a register in order to ensure that all the other children were present
- Check with reception, who will check the signing out/in book
- Ensure the safety of the other children in the setting
- Occupy all of the other children in their classroom(s) with a relevant activity
- Inform a member of SMT and Head Teacher.
- Ask all of the adults and children calmly if they can tell us when they last remember seeing the child
- Whilst maintaining the safety of the other children in the class, make suitable members of staff available to conduct and co-ordinate a search.
- Ensure a designated member of staff is co-ordinating the search.
- At the same time, arrange for one or more adults to search everywhere within the Nursery or school, both inside and out, carefully checking all spaces, cupboards, washrooms etc. where a small child might hide and calling the child by name.
- Check the doors, gates for signs of entry/exit

A record is kept by the school of any instances in which a pupil goes missing from school without satisfactory permission and documentation including the action taken and the pupil's explanation.

If the child is still missing, the following steps would be taken:

- Inform Designated Safeguarding Lead (DSL)
- Ask the Head to ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the school at once

- The Head/DSL would notify the Police
- The Head would arrange for staff to search the rest of the school premises and grounds
- If the child's home is within walking distance, a member of staff would set out on foot to attempt to catch up with him/her
- The DSL would inform the Leicestershire and Rutland SCP and the school's Local Authority Designated Officer (LADO)
- The school would co-operate fully with any Police investigation and any safeguarding investigation by the local authority.
- The school's insurers would be informed
- If the child is injured, a report would be made under RIDDOR to the Health & Safety Executive (HSE)

During the course of the investigation into the missing child, the school, in consultation with the LADO, will decide what information should be given to other parents, staff and other pupils and how press enquiries are to be dealt with.

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING ON AN OUTING

Before an outing it is the responsibility of the trip organiser and deputy to ensure the school knows exactly where the trip is going and that the school's policy on risk assessment has been followed. Prior to the visit the trip organiser must check the establishment's policy on lost children e.g. an identified meeting place. In the event that a child goes missing on an outing:

- An immediate head count would be carried out in order to ensure that all the other children were present
- An adult would search the immediate vicinity
- Ensure the safety of other children
- Retrace route taken, calling name
- Alert establishment staff
- Check 'lost child' meeting place
- Inform the Head of the School/DSL by mobile phone
- The remaining children would be taken back to school
- Ask the Head to ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the venue or the school at once
- Contact the Police
- The DSL would inform the Leicestershire and Rutland SCP and the school's LADO
- The school would cooperate fully with any Police investigation and any safeguarding investigation by the local authority
- The school's insurers would be informed
- If the child is injured, a report would be made under RIDDOR to the Health & Safety Executive (HSE)

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. The school will review its procedures and, if appropriate, these would be adjusted.

ACTIONS TO BE FOLLOWED BY STAFF ONCE THE CHILD IS FOUND

- Talk to, take care of and, if necessary, comfort the child
- Speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing

- The Head will speak to the parents to discuss events and give an account of the incident (having discussed this beforehand with the LADO if necessary)
- The Head will promise a full investigation (if appropriate involving the Leicestershire and Rutland SCP)
- Media queries should be referred to the Head (after discussion with the LADO if appropriate)
- The investigation should involve all concerned providing written statements
- The report should be detailed covering: time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, the purpose of the outing, the length of time that the child was missing and how s/he appeared to have gone missing, as well as lessons for the future.

DUTY TO REPORT

The school will inform the local authority of any pupil who fails to attend school regularly if support is required, or has been absent without the school's permission for a continuous period of 10 school days or more.

Where a pupil has been continuously absent with authorisation for a period of not less than 20 school days (and there are no reasonable grounds to believe the pupil is unwell or unable to attend because of any unavoidable cause), and the school and local authority have failed, following reasonable enquiry, to ascertain where the pupil is, the school may delete the pupil's name from the admission register. The school will inform the local authority of such deletion no later than the time at which the pupil's name is deleted from the register.

The school also recognises its wider reporting duties following deletions from the admission register, in accordance with the Education (Pupil Registration) (England) Regulations 2006, to help identify children who are missing education and/or otherwise at risk of harm.

We will notify their RCC when we remove or add a pupil's name to the admission register at non-standard transitions for any reason, ie, where a compulsory school-aged child leaves a school before completing the school's final year or joins a school after the beginning of the school's first year.

PART TWO: PROCEDURES TO BE FOLLOWED BY STAFF WHEN A CHILD IS NOT COLLECTED ON TIME

If a child is not collected within half an hour of the agreed collection time, we will call the contact numbers for the parent or carers. During this time, the child will be safely looked after either within their classroom or transferred to After School Care. There is always a member of the EYFS team in After School Care. The child will not be permitted to leave with another parent without the expressed permission of the Headmaster. Attempts to contact parents should continue along with procedures highlighted in the table above such as contacting friends/relatives/siblings school and potentially home visit where practicable. If there is no response from the parents' or carers' contact numbers or the emergency numbers when the premises are closing, the teacher will contact the Headmaster and will then contact the Social Care Duty Officer on 01572 758407. After the end of After School Care two members of staff will stay on the premises with the child until he/she has been collected. Social Care will make emergency arrangements for the child and will arrange for a visit to be made to the child's house and will check with the Police. We will make a full written report of the incident.

We undertake to look after the child safely throughout the time that he or she remains under our care, until such a time as s/he has been collected by a parent, guardian or carer, or until appropriate, alternative care arrangements have been made with Social Care and/or the Police in order to prioritise the child's safety. The school's DSL will keep a record of incidents where parents/carers do

not collect a child from school or are late for no explained or good reason, or where there are repeated incidents. If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the school's child protection policy and procedures detailed in its staff behaviour and child protection policy.