



MISSING CHILD POLICY & PROCEDURES

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Coordinator (s): Mrs Wright & Miss Nugent

* Policy Review: Annually unless otherwise dictated by the Full Governing Body or by changes in legislation.

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Introduction

National Minimum Standard 15.6 requires that *"staff working within the school know and implement the school's policy in relation to children going missing and their role in implementing that policy. Staff actively search for children who are missing, including working with police where appropriate"*.

Contents of policy

This policy consists of two parts; the first covering a missing child and the second, covering the procedure to be followed by the school in the event of a parent failing to collect a child at the appointed time. They are divided into relevance to EYFS and day pupils.

Related policies:

- Child Protection Policy
- Staff Behaviour Policy / Staff Code of Conduct
- Educational Visits Policy
- Policy for Induction of New Staff, Governors and Volunteers in Child Protection

EYFS

Part One: Missing Child Policy

Introduction

[For whole school] The welfare of all of our children at Tower College school is our paramount responsibility. A child going missing from education, particularly on repeat occasions, is a potential indicator of abuse or neglect, including child sexual and/or criminal exploitation and county lines. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation, so called 'honour'-based abuse or risk of forced marriage. Every adult who works at Tower College 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. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future. 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 of Keeping Children Safe in Education (KCSIE). 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.

This policy was drawn up having had regard to the Independent School Regulatory Requirements (paragraph 7 and 15), Early Years Statutory Framework (paragraph 3.73) and Department for Education guidance Children Missing Education (September 2016).

Information for parents

The enhanced supervisory arrangements for outings involving our youngest children are set out in a detailed policy document: 'Educational Visits for EYFS Children'. Both documents are on our website [and can be provided to parents on request]. We review these policies regularly (at least once a year) 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 very young children and read at least Part 1 of KCSIE.

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 Tower College has agreed that the pupil will attend the School. If a child fails to attend on the agreed date, staff must inform the Principal and/or Designated Safeguarding Lead without delay. The Principal or 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 Tower College and external agencies when making enquiries to locate any missing children.

Duty to Report

Tower College monitors attendance of its pupils closely and will take action to address poor or irregular attendance.

Tower College will inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more without permission¹.

Where a pupil has been continuously absent without 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 Tower College and local authority have failed, following reasonable enquiry, to ascertain where the pupil is, Tower College may delete the pupil's name from the admission register. Tower College will inform the local authority of such deletion no later than the time at which the pupil's name is deleted from the register.

Tower College 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.

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 without delay:

- Take a register in order to ensure that all the other children were present
- Inform a member of the Senior Management Team immediately.
- Ask maintenance to access CCTV of last known position
- Inform the Head of the Nursery Department or the senior member of staff on duty
- Ask all of the adults and children calmly if they can tell us when they last remember seeing the child
- Occupy all of the other children in their classroom(s) with a relevant activity
- At the same time, arrange for one or more adults to search everywhere within the EYFS Department, both inside and out, carefully checking all spaces, cupboards, washrooms etc. where a small child might hide
- Check the doors, gates [and CCTV records] for signs of entry/exit

A record is kept by Tower College of any instances in which a pupil is 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 without delay:

- Inform a member of the Senior Management Team or Designated Safeguarding Lead (DSL)
- Ask the Principal 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 DSL would immediately notify the Police
- The Principal 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 may be asked to check to see if the child has gone home. They would set out on foot to attempt to catch up with the child

¹ Schools should agree with their local authority the intervals in which they will inform local authorities of the details of pupils who are regularly absent from school or have missed 10 school days or more without permission. It is for schools to decide, in liaison with the local authority, what 'regular' absence would be.

- The DSL would inform the Local Safeguarding Children Board (LSCB) and the school's Local Authority Designated Officer (LADO)
- Tower College would co-operate fully with any Police investigation and any safeguarding investigation by the local authority.
- Inform the Chair of Governors
- 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, Tower College, 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.

Tower College will always consider the wider circumstances around a child going missing from School and whether there are wider safeguarding concerns that may need to be addressed in line with the School's Child Protection and Safeguarding policy.

Actions to be followed by staff if 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
- Immediately inform the Principal and the DSL by mobile phone
- The remaining children would be taken back to school as soon as reasonably practicable
- The Principal would ring the child's parents as soon as reasonably practicable to explain what has happened, and what steps have been set in motion. Ask them to come to the venue/ the School at once
- Contact the venue manager and arrange a search (where relevant)
- Immediately contact the Police
- The DSL would inform the LSCB and the school's LADO without delay
- Tower College would cooperate fully with any Police investigation and any safeguarding investigation by the local authority
- Inform the Chair of Governors without delay
- The School's insurers would be informed as soon as reasonably practicable
- If the child is injured and is taken directly from the scene of the accident to hospital for treatment a report would be made under RIDDOR to the Health & Safety Executive (HSE) as soon as reasonably practicable and no later than 15 days of the accident.

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. Tower College 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 Principal 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 Principal will promise a full investigation (if appropriate involving the LSCB)
- Media queries should be referred to the Principal (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.
- Consider whether actions need to be taken in line with the School's Child Protection and Safeguarding policy where there are concerns about the welfare of the child.

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, Tower College will call the contact numbers for the parent or carers. Where reasonably possible Tower College will hold more than one emergency contact number for each pupil. If there is no answer, the afterschool staff (DSL or Office staff if available) will begin to call the emergency numbers for this child. During this time, the child will be safely

looked after by Tower College. If there is no response from the parents' or carers' contact numbers or the emergency numbers within a [one hour period/ when the premises are closing], the afterschool staff will contact the Social Care Duty Officer on 0345 050 0148. 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. Tower College will make a full written report of the incident.

Tower College will look after the child safely throughout the time that they remain under the School's care, until such a time as they have 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 and safeguarding policy and procedures detailed in its staff behaviour and child protection policies.

Day Pupils, Non-EYFS

Part One: Missing Child Policy

Introduction

The welfare of all of our children at Tower College school is our paramount responsibility. A child going missing from education, particularly on repeat occasions, is a potential indicator of abuse or neglect, including child sexual and/or criminal exploitation and county lines. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation, so called 'honour'-based abuse or risk of forced marriage. Every adult who works at Tower College has been trained to appreciate that they have 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. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future. 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 at least Part 1 of Keeping Children Safe in Education (KCSIE). Our staffing ratios are generous and are deliberately designed to ensure that every child is supervised the whole time that they are in our care.

This policy was drawn up having had regard to the Independent School Regulatory Requirements (paragraph 7 and 15) and Department for Education guidance Children Missing Education (September 2016).

Information for Parents

Our pupil supervision policy describes:

- The arrangements for children arriving at school and leaving the premises at the end of the day
- The arrangements for supervising the children whilst they are in school
- The arrangements for registering the children in both morning and afternoon. For day pupils 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. Tower College 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

The enhanced supervisory arrangements for outings involving our pupils are set out in a detailed policy document: 'Educational Visits for Pupils'. This document is on our website [and can be provided to parents on request].

We review all our policies regularly (at least once a year) 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 at least Part 1 of KCSIE.

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 Tower College has agreed that the pupil will attend the School. If a child fails to attend on the agreed date, staff must inform the Principal / Designated Safeguarding Lead without delay. The Principal / 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 Tower College and external agencies when making enquiries to locate any missing children.

Duty to report

Tower College monitors attendance closely and will take action to address poor or irregular attendance.

Tower College will inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more without permission².

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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 without delay:

- Take a register in order to ensure that all the other children were present
- Check with the pupil's friends to see if they know their whereabouts
- Check with reception who will check the signing out/in book
- Inform the senior member of staff on duty
- Ask all of the adults and pupils calmly if they can tell us when they last remember seeing the pupil
- Occupy all of the other pupils in their classroom(s)
- At the same time, arrange for one or more adults to search the school grounds

² Schools should agree with their local authority the intervals in which they will inform local authorities of the details of pupils who are regularly absent from school or have missed 10 school days or more without permission

- Check the doors, gates [and CCTV records] for signs of entry/exit

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

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

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- Ask the Principal to ring the pupil'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 DSL would notify the Police
- The Principal would arrange for staff to search the rest of the school premises and grounds
- If the pupil's home is within walking distance, a member of staff may be asked to check if the pupil has gone home and would set out on foot to attempt to catch up with him/her
- The DSL would inform the Local Safeguarding Children Board (LSCB) and the School's Local Authority Designated Officer (LADO)
- Tower College would co-operate fully with any Police investigation and any safeguarding investigation by the local authority.
- Inform the Chair of Governors
- The School's insurers would be informed
- If the pupil is injured, a report would be made under RIDDOR to the Health & Safety Executive (HSE)

During the course of the investigation into the missing pupil, Tower College, 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.

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- Contact the venue manager and arrange a search (where relevant)
- Contact the Police immediately
- The DSL would inform the LSCB and the School's LADO
- Tower College would cooperate fully with any Police investigation and any safeguarding investigation by the local authority
- Inform the Chair of Governors without delay

- The School's insurers would be informed as soon as reasonably practicable if the child is injured, A report would be made under RIDDOR to the Health & Safety Executive (HSE). If the child is injured and is taken directly from the scene of the accident to hospital for treatment a report would be made under RIDDOR to the Health & Safety Executive (HSE) as soon as reasonably practicable and no later than 15 days of the accident.

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- Media queries should be referred to the Principal (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.
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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. Where reasonably possible the School will hold more than one emergency contact number for each pupil. If there is no answer, [the Head of Department]/ [the Teacher] will begin to call the emergency numbers for this child. During this time, the child will be safely looked after. If there is no response from the parents' or carers' contact numbers or the emergency numbers within a [one hour period/ when the premises are closing], the Head will contact the Social Care Duty Officer on [telephone number]. 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. The School will make a full written report of the incident.

The School will look after the child safely throughout the time that they remain under our care, until such a time as the child 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 policies.