

Missing Child & Collection of Children Policy



1 Missing Child Policy

This policy applies to the whole of the school including the Reception Year of the Early Years Foundation Stage. There is a separate policy for the Nursery Years of the Early Years Foundation Stage. For children of reception age, this policy should be read in conjunction with the Nursery Years of the Early Years Foundation Stage.

Every effort will be made by all members of staff, volunteers and visitors to ensure the care and safety of each and every child at Lucton School. It is important that the routines indicated in the Pupil Supervision Policy are followed.

Procedure to be followed if a pupil is feared missing during the school day

In the event of any pupil feared missing, staff will carry out the following procedure:

1. Carry out a quick search of the last known area that the child was believed to be located.
2. Question all available pupils and adults to ascertain when and where the pupil was last seen. Check that no other pupils are missing.
3. If the pupil does seem to be missing, immediately notify the School Office and ensure that the Headteacher, or in her absence the Pastoral Deputy Head, are informed immediately.
4. A member of the office staff will control operations. If it is a boarding matter, one adult will remain in the Boarding House Office. Adults or pairs of responsible pupils should be sent to search specific areas, calling out loudly, and report back within a few minutes. The areas to be searched include all rooms, toilets, showers, offices, medical room, sick rooms, store rooms, stairs, classrooms, library, art room, activity hall, Boarding House, playing fields, out-houses and school grounds. No pupil should leave the school site, but if possible an adult should take a car with a mobile telephone to search the local area.
5. If the pupil cannot be found, the Headteacher or in her absence the Pastoral Deputy Head will determine the appropriate time to notify the police and the pupil's parents. If the Police are involved then their advice will be followed.
6. On finding the child, if the parents have been informed that the child was missing, then immediately the parents should be informed that the child has been found.
7. Likewise, if the police have been informed, then immediately the police should be informed that the child has been found.
8. The event must be recorded using the Incident Report Form. The action taken and reasons for the pupil being missing also must be recorded.

Procedure to be followed if a pupil is feared missing on a school trip or visit

If a child goes missing when on a school trip or visit the above procedure will be followed taking into account the surroundings/environment they are in.

It is essential that the School Office and the Headteacher (or in her absence the Pastoral Deputy Head) are informed immediately.

Full risk assessments are put in place prior to all trips and outings and the possibility of lost/missing children is taken into account. If the police are involved then their advice will be followed.

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For all 'overnight' trips, the Headteacher, Pastoral Deputy Head and other relevant members of the Senior Management Team will have full contact details of all the pupils and staff on the trip. The member of staff must ensure that they have appropriate contact details.

Action following an incident

A member of the Senior Management Team will investigate the events. The investigation will identify how the child went missing, any deficiencies of procedures, staff misconduct or parental involvement which may have contributed to the child's absence. The report will also include any recommendations necessary such as improvements to procedures or disciplinary action. The detailed findings are to be reported to the Senior Management Team who will decide upon any disciplinary action necessary and confirm any changes to procedures. It may be necessary for counselling to be arranged for pupils, staff or parents.

Staff must maintain confidentiality and no-one connected with the setting must speak to the press or any other third party without the prior consent from the Headteacher/Senior Management Team of the School.

The Operations Manager and DSL will ensure that any necessary reporting procedures such as Safeguarding Issues, OfSted, RIDDOR, Insurers are carried out.

2 Collection of Children Policy

Statement of intent

In the event that a child is not collected by an authorised adult at the end of the EYFS session/School day, staff put into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner or teacher who is known to the child.

This policy applies to the whole of the school including the Reception Year of the Early Years Foundation Stage. There is a separate policy for the Nursery Years of the Early Years Foundation Stage.

Aim

In the event that a child is not collected by an authorised adult, we will ensure that the child receives a high standard of care in order to cause as little distress as possible. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

Parental requirement

1. Parents of all children starting in the EYFS and School are asked to provide specific information including:
 - home address and telephone number
 - place of work, address and telephone number (if applicable);
 - mobile telephone number (if applicable);
 - names, addresses, telephone numbers of adults who are authorised by the parents to collect their child from EYFS or School in an emergency; and
 - information about any person who does not have legal access to the child.
2. On occasions when parents are aware that they will not be at home or in their usual place of work and cannot be contacted on their mobile telephones they provide the School with another contact name and number.

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3. On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they inform the EYFS/School staff or administrative staff in the School Office giving details of the person who will be collecting.
4. Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up procedures. We provide parents with the School Office telephone number. We also inform parents that, in the event that their child is not collected from EYFS/School by an authorised adult and the staff can no longer supervise the child on our premises, we apply our child protection procedures as set out in our Safeguarding & Child Protection Policy.

Operational Procedures

Most parents are very helpful and will notify the School in advance when they are late. The School will arrange appropriate supervision.

These procedures should be followed when a pupil is not collected at the end of the session/day or misses a bus. It is important that members of staff on trips notify the School Office as early as possible of any late returns so that pupils do not miss buses.

The member of staff responsible for the pupil notifies the School Office and arranges for contact to be made with parents or guardians.

1. For pupils in the Prep School including the Reception Year of the EYFS, the child will be actively supervised by a member of staff. For pupils in the Middle and Senior School appropriate supervision arrangements will be made. At 5.30pm this might include a member of the Boarding House Staff to take responsibility.
2. Initially the parents are contacted. If this proves unsuccessful, then other people identified as emergency contact[s] on the child's records will be contacted.
3. If contact cannot be made, then the Headteacher and/or other members of the senior management team must be informed.
4. It is important that the child concerned does not leave the school other than with an authorised person.
5. If a safeguarding concern is present, then the reporting procedures in the Safeguarding policy should be followed.
6. An Incident Report Form should be completed.

Action following an incident

The Incident Report Form should be completed and copies passed to the Form Tutor and School Office. For serious concerns this form should also be passed to a member of the Senior Management Team who will investigate the events.

The Operations Manager and DSL will ensure that any necessary reporting procedures such as Safeguarding Issues, Ofsted, RIDDOR, Insurers are carried out.

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