

## MISSING CHILD AND LATE COLLECTION POLICY

Written:	October 2017
Reviewed by:	JM - June 2018
Approved by:	BM, MW, LD
Applicable to:	All Teaching, Boarding, Learning Support and Office Staff
For review:	June 2019

The welfare of the pupils and students at Slindon College is every staff members responsibility. 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.

The aim of this policy is to outline the actions to be taken if a child is missing from school, goes missing whilst in the direct care of the school or is not collected at the end of the school day and as such it consists of the schools required actions in a number of scenarios. Within this document the term 'parent' is to be taken to mean legal parents, carers or guardians of pupils and students. This policy should be read in conjunction with the Supervision policy, which details the arrangements that are in place for supervision at school and the arrival and departure of children from school.

### **Action to follow if a child fails to attend the first day of school**

All new pupils and students are placed on the admission register. The register will state the first day on which it has been agreed that the pupil/student will attend the College. If a child fails to attend on the agreed date, staff must inform the Headmaster or Designated Safeguarding Lead (or his deputies) without delay. The Headmaster, in conjunction with the Designated Safeguarding Lead (DSL), 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 College and external agencies when making enquiries to locate any missing children.

### **Action to follow if a child has poor or irregular attendance**

The College monitors attendance closely and will take action to address poor or irregular attendance. We register our pupils/students onto a computer system twice daily, once in the morning between 08.35 and 08.45 and again by the start of period 5. If a pupil or student is absent without a notification we will contact the parents in the first instance, on the same day, to ascertain the whereabouts of the child. We will inform the local authority of any pupil/student who fails to attend school regularly, or has been absent

without the College's permission for a continuous period of 10 school days or more without permission. Where a pupil/student 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 the College and local authority have failed, following reasonable enquiry, to ascertain where the pupil/student is, the College may delete the pupil/student's name from the admission register. The 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.

The school also recognizes 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.

### **Action to be followed if a child should go missing at day school**

Security and a child's safety are of the utmost importance at Slindon College. In the very unlikely event that a child should be reported missing the following actions will be taken;

1. Staff will ascertain when and where the boy was last seen and if necessary, how he presented and this information will be given to the main office or senior member of staff on duty.
2. School will continue normally for the rest of the children.
3. Staff (including support) under the direction of the Headmaster or in his absence the Deputy Head, or Housestaff should search the whole school including all 'hideaways', toilets, surgery, boarding area, grounds, SEN department, dining room etc.
4. The fire alarm should then be sounded and a roll call taken.
5. If the child is still missing the Head or the senior member of staff will notify the parents, DSL and if necessary, the Headmaster. The Head or the senior member of staff will then report the incident immediately to the police. The rest of the school will go back to class with cover where necessary organised by a member of SLT.
6. Staff will be informed and interviewed in order to identify the last time the child was seen. The Head / senior member of staff will record all events, including times, dates, location etc leading up to the incident and provide this information to the police if necessary.
7. The Head or other member of SLT will record all events leading up to the disappearance of the child and the actions that they have taken afterwards. A report will then be compiled. The Head will investigate as to how and why the incident occurred, report back to the parents and Chair of Governor's.

### **Actions to be followed if a child goes missing from the boarding school**

1. Check with the student's friends to see if they know their whereabouts

2. Check the Family Room/Snug/Pool Room and other commonly used areas
3. If the student is a sixth former, check the signing out/in book
4. Inform the senior member of staff on duty
5. Call the student's mobile telephone
6. Ring main school bell for a general meeting and ask staff and pupils calmly if they can tell us when they last remember seeing him
7. At the same time, arrange for one or more adults to search the school grounds
8. The fire alarm should be sounded and a roll call taken.
9. If the child is still missing the Head or the senior member of staff will notify the parents, DSL and if necessary, the Headmaster. The Head or the senior member of staff will then report the incident immediately to the police.
10. Staff will be informed and interviewed in order to identify the last time the child was seen. The Head / senior member of staff will record all events, including times, dates, location etc leading up to the incident and provide this information to the police if necessary
11. The Head or other member of SLT will record all events leading up to the disappearance of the child and the actions that they have taken afterwards. A report will then be compiled. The Head will investigate as to how and why the incident occurred and report back to the parents and Chair of Governor's.

In both cases a record is kept by the school of any instances in which a pupil/student is missing from school without satisfactory permission and documentation, including the action taken and explanations will be kept and if appropriate procedures will be adjusted. The DSL would inform the West Sussex LCSB and the school's Local Authority Designated Officer (LADO). The school will cooperate fully with any police investigation and any safeguarding investigation by Social Care. The bursar will inform our Insurers as required by them and if the pupil is injured and the injuries are reportable, a report would be made under RIDDOR to the HSE.

### **Actions to be followed if a child goes missing on an outing**

All outings, activities and trips are risk assessed as detailed in our Risk Assessment Policy and details of their staffing and planning can be found in our School Trips Policy.

1. Check with pupil/student's friends to see if they are aware of his whereabouts and if possible contact him via mobile phone.
2. An immediate head count would be carried out in order to ensure that all the other children were present - they should be supervised by an adult whilst the search process of the immediate area commences.
3. A nominated adult would contact the venue Manager to arrange the search if in a building or on a site such as a garden / castle etc. and join in the search as well.

4. Adults on the search should retrace steps to the last place where the pupil/student was seen, whilst the remaining children stay in one place with the other staff.
5. Inform the Headmaster and the DSL by mobile phone
6. If he is not located, the remaining children would be taken back to school, or arrangements would be made with the School.
7. Ask the Headmaster or his Deputy to ring parents and explain what has happened, and what steps have been set in motion. Discuss with them whether they should come to the location or wait at the School.
8. Contact the Police.
9. The Head or the DSL would inform the Local Children Safeguarding Board and the Chair of Governor's.

## **Actions to be followed once the child is found**

1. Talk to, take care of and if necessary, comfort the child
2. The Headmaster or Deputy Heads will contact the parents, DSL, Chair of Governors and any emergency services involved.
3. Inform all staff involved in the search that the child has been found.
4. Speak to the other pupils/students to ensure they understand why they should not leave the premises/separate from a group on an outing and to reassure them that their school mate has been found.
5. 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)
6. The Head will conduct a full investigation (if appropriate involving the LSCB)
7. Media queries should be referred to the Head (after discussion with the LADO if appropriate)
8. The investigation should involve all concerned providing written statements
9. 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 he appeared to have gone missing, as well as lessons for the future.

A record is kept by the school of any instances in which a pupil/student goes missing on an outing and if appropriate procedures will be adjusted. The Designated Safeguarding Lead would inform the West Sussex LCS. The school will cooperate fully with any police investigation and any safeguarding investigation by Social Care. The bursar will inform our Insurers as required by them and if the pupil is injured and the injuries are reportable, a report would be made under RIDDOR to the HSE.

## **Actions to be followed when a child is not collected on time**

As the school is not close to any public transport, all pupils and students are collected from school by private vehicles, taxi or school minibus. It is not uncommon for there to be

traffic delays around this area and on the occasions when transport is late, we will try to ascertain if there are traffic problems before these actions are undertaken. If the child is collected by LA arranged taxi, then the taxi company will be contacted and if they cannot collect the child then parents will be contacted.

1. If a pupil or student is not collected within 30 minutes of the agreed collection time, we will call the contact numbers for his parent or carers.
2. If there is no answer, the office staff or senior staff on duty will begin to call the emergency numbers for the child.
3. During this time, the he will be supervised and informed of what is happening. If necessary, he will join the boarding team to be cared for whilst he is waiting.
4. If there is no response from the parents' or carers' contact numbers or the emergency numbers within a one hour period from the first phone call, the Head, Deputy Head or DSL will be contacted.
5. The Head, Deputy Head or DSL will contact the Social Care Duty Officer. 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.
6. The school will offer an emergency placement in the Boarding House if necessary.
7. The school will make and keep a full written report of the incident, following Safeguarding Policy if necessary.

The College will keep a record of incidents where parents 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 our Safeguarding policy.

<b>Monitoring by:</b>	Head Teacher Deputy Head Teacher Safeguarding Governor
<b>Evidenced by:</b>	Speaking to Pupils and students Speaking to staff Speaking to Parents
<b>Policies are subject to continuous monitoring, refinement and audit by SLT. The Chairman of Governors undertakes an annual review of policies and of the efficiency with which the related duties have been discharged by the date stated or earlier if changes in legislation, regulatory requirements or best practice guidelines so require.</b>	