

# **KINGSMEAD SCHOOL HOYLAKE TRUST LIMITED**

## **Early Years Foundation Stage**

### **Missing Child Policy & Procedures When a Child is Not Collected on Time**

#### **Part One: Missing Child Policy**

##### **Introduction**

The welfare of all of our children at Kingsmead 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 and so called 'honour based' violence. 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 A 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.

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 Part 1 of the DfE's 'Keeping Children Safe in Education' guidance.

##### **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 Headmaster or in his absence the Designated Safeguarding Lead without delay. The Headmaster/Designated Safeguarding Lead will consider notifying the local authority at the earliest opportunity.

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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.

Duty to Report

**The school monitors attendance closely and will take action to address poor or irregular attendance.**

The school 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 permission.

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 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.

#### **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 the medical centre
- Check with reception who will check the signing out/in book
- Inform the Head of the EYFS 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 Nursery 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

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If the child is still missing, the following steps would be taken without delay:

- Inform the Head of EYFS and the Designated Safeguarding Lead (DSL)
- Ask the Head of EYFS 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/Head of the EYFS would immediately notify the Police
- The Head of EYFS 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 Local Safeguarding Children Board (LSCB) 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.
- Inform the Chairman 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, 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**

- 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 Head of EYFS and the DSL by mobile phone
- The remaining children would be taken back to school as soon as reasonably practicable
- Ask the Head of EYFS to 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 depending on circumstances at once
- Contact the venue manager and arrange a search
- Immediately contact the Police
- The DSL would inform the LSCB and the school's LADO without delay
- The school would cooperate fully with any Police investigation and any safeguarding investigation by the local authority

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- Inform the Chairman 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. 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 of EYFS 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 of EYFS will promise a full investigation (if appropriate involving the LSCB)
- Media queries should be referred to the Headmaster (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 she/he appeared to have gone missing, as well as lessons for the future.

#### **Part Two: Procedures to be followed by staff when a child is not collected on time**

If a child is not collected within 15-20 minutes of the agreed collection time, we will call the contact numbers for the parent or carers. If there is no answer the staff member in charge will begin to call the emergency numbers for this child. During this time, the child will be safely looked after in the department. If there is no response from the parents' or carers' contact numbers or the emergency numbers, the child will be taken to the main school premises and left in the charge of the staff on duty where the child will be fed and cared for.

In the event of the child remaining in school after 6 pm the child will be cared for by a member of the Senior Management Team on duty. Every effort will continue to be made to make contact with the parents and in the event of prolonged lack of contact; the Headmaster will inform the police and or the duty social worker on 0151 666 4442, 0151 606 2008 (Mon-Friday 9am-5pm, 0151 677 6557 (out of hours)

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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 she/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.

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