

**KINGSMEAD SCHOOL HOYLAKES TRUST LIMITED**  
**Day Pupils and Non EYFS**

**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. 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 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) 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 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. 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. 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

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

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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.

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 during the working day:

- Check with the pupil's friends to see if they know their whereabouts
- Check the medical centre
- Check with reception who will check the signing out/in book
- Inform the senior member of staff on duty
- Call the pupil's mobile telephone

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

A record is kept by the school 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:

- Inform the Headmaster/Head of the Junior Department and the Designated Safeguarding Lead (DSL)
- Ask the Headmaster 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 Headmaster/Head of the Junior Department/DSL would notify the Police
- The Headmaster/Head of the Junior Department 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 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 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, 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 pupil 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 pupils were present
- An adult would search the immediate vicinity
- Inform the Headmaster/Head of the Junior Department/DSL by mobile phone
- The remaining pupils would be taken back to school

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- Ask the Headmaster/ Head of the Junior Department /DSL 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/the school at once depending on circumstances
- Contact the venue manager and arrange a search
- Contact the Police
- The DSL would inform the LSCB and the school's LADO
- The school would cooperate 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)

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 pupils to ensure they understand why they should not leave the premises/separate from a group on an outing
- The Headmaster/Head of the Junior Department/DSL 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 Headmaster/Head of the Junior Department/DSL 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 s/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 Reception Department/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 when the premises are closing, the Headmaster/DSL will contact the Social Care Duty Officer 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 car 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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