

## Missing Child Policy & Procedures When a Child is Not Collected on Time (this "Policy")

Authorised by:	The Board of Governors of CFBL
Date:	WR 14 March 2023
Review Date:	A least <u>annually</u> Mars 2024 and/or following any updates to national and local guidance and procedures
Circulation:	Governors/all staff/volunteers, automatically Staff: on Staff shared drive > Policies Parents on request School Website

The welfare of all of our pupils at CFBL is our paramount responsibility. Every adult who works at the School 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 pupils are safe and receive suitable education. 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 they are in our care. 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.

Our *Règlement Intérieur* (School Rules) and our School's policies and procedures describe:

- 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 pupils in the morning and afternoon;
- 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 supervisory arrangements for pupils' outings (including for our youngest children) are set out in the policy document: 'Educational Visits for Pupils'. This document is on our website and can be provided to parents upon request.

We review our policies regularly in order to satisfy ourselves that they are robust and effective.

When staff have concerns that a child is missing from school, this Policy should be followed.

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), Department for Education guidance Children Missing Education (September 2016) and Department for Education guidance Working Together to Improve School Attendance (May 2022)

### **PART ONE: MISSING CHILD POLICY**

#### **1. Children Missing Education:**

All children, regardless of their circumstances, are entitled to an efficient, full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life. Effective

information sharing between parents, schools and local authorities is critical to ensuring that all children of compulsory school age are safe and receiving suitable education

This Policy should be read along the School's Attendance & Absence Policy and the School's Admissions Register & School Transfer Policy which describes the School's obligations and procedures with regards to attendance and absence.

The Headteacher is required to maintain two registers:

- an Admission Register (also known as the School roll or pupils register) which contains a list of all the pupils registered at the School; and
- an Attendance Register which records pupils' attendance.

All pupils are placed on both registers.

Changes affecting a child (including a change of address or school) are reflected in the Admission Register; this will assist the School and external agencies when making enquiries to locate any missing children. The School recognises its wider reporting duties following deletions from the Admissions Register, in accordance with the Education (pupil Registration)) (England) Regulation 2006 ([as amended in 2016](#)), to help identify children who are missing from education and/or otherwise at risk of harm.

**Action to be followed by staff when a child fails to attend first day of School:** As described in the School's Admissions Register & School Transfer Policy, if a new pupil fails to attend on the agreed date, staff must inform the Designated Safeguarding Lead **without delay**. The Designated Safeguarding Lead will consider notifying the local authority at the earliest opportunity.

**Duty to report:** The School monitors attendance closely and will take action to address poor or irregular attendance as described in the School's Attendance & Absence Policy.

The School will inform the local authority having jurisdiction where the child lives 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 an unavoidable cause) and the School and the local authority have failed, following reasonable enquiry, to ascertain where the pupil is, the School may delete the pupil's name from the Pupils' 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.

**Training:** Training on school attendance is included in the school's continued professional development offer for all staff and from September 2024, attendance will be covered in the induction pact. Members of the safeguarding team with a specified attendance function in their role are provided training on the necessary skills to interpret and analyse attendance data, and any additional training that would be beneficial to support pupils and pupil cohorts overcome commonly seen barriers to attendance.

Members of the *vie scolaire* team, such as AEDs, are trained to use Pronote.

## 2. **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 from the School, 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 the infirmary;
- Check with receptionist who will check the signing out/in book;
- Inform the relevant Deputy to Head;
- Call the pupil's mobile telephone;

- 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) with a relevant activity;
- Arrange for one or more adults to search the school premises including within the Early Years 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 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 Head and the Designated Safeguarding Lead (DSL)
- Ask the Head or the relevant Deputy to Head 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 Head or Deputies to Head would immediately notify the Police;
- The Head, or Deputies to Head would arrange for staff to search the rest of the school premises;
- 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 or Deputy DSL would inform the relevant Local Safeguarding Children Board (LSCB);
- The School would cooperate fully with any Police investigation and any safeguarding investigation by the local authority;
- The Head would inform the Chair of Governors;
- The School's insurers would be informed (by the Head of Finance and Administration);
- If the pupil is injured, and if required, 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 Social Services/police, 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.

### **3. 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 are present;
- An adult would search the immediate vicinity;
- The Trip Leader would immediately inform the Head /Deputies to Head (and DSLs)/ and the Deputy DSLs by phone;
- The Trip Leader would stay on the venue and arrange for other members of staff present on the outing to take all the other pupils back to School as soon as reasonably practicable;
- Ask the Head /Deputies to Head to ring the child's parents as soon as reasonably practicable and explain what has happened, and what steps have been set in motion. Ask them to come to the outing venue/ the School at once;
- If applicable, contact the venue manager and arrange a search;
- Immediately contact the Police;
- The DSL or Deputy DSL would inform the LSCB (and the School's LADO if needed) without delay;
- The School would cooperate fully with any Police investigation and any safeguarding investigation by the local authority;
- The Head will 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 if required, 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 pupils to inform them the missing child has been found and to comfort them;
- Speak to the other pupils to ensure they understand why they should not leave the premises/separate from a group on an outing;
- The Head of School or Deputies to 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);
- The Head of School or Deputies to Head will promise a full investigation (if appropriate involving Camden Safeguarding Children Partnership);
- Media queries should be referred to the Head (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 length of time that the child was missing and how they appeared to have gone missing, as well as lessons for the future;
- The incident will be discussed in class with the DSL.

## PART TWO: PROCEDURES TO BE FOLLOWED BY STAFF WHEN AN EYFS OR PRIMARY PUPIL IS NOT COLLECTED ON TIME

If a **maternelle** child or a **primary child who is not authorised to leave school alone** is not collected at the agreed collection time, the child will be safely looked after by the School's *garderie* service (wraparound care - paying service) until 6pm. *Garderie* will call the contact numbers for the parents or carers. If there is no answer, *garderie* will inform the Deputy Head of Primary School who will begin to call the emergency numbers given by the Parents for this child.

If the child still has not been collected at 6.00 pm they will continue to be looked after by *garderie* and *garderie* will apply sanctions as described in its T&Cs.

If the child has not been collected at 6.30 pm, *garderie* will inform the Head Teacher or the Deputy to Head of Primary School who will decide on a case by case situation and instruct *garderie* as necessary.

If there is no response from the parents' or carer's contact numbers or the emergency numbers by 7pm the Head will contact the Camden Social Care Duty Officer on 0207 974 4444. 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 undertakes to look after the child safely throughout the time that she/he 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 or their deputies will keep a record of incidents where parents/carers do not collect a child from School or are late for no explanation or good reason, or where there are repeated incidents and *garderie* will apply sanctions as described in its T&Cs. 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 the Staff Behaviour Policy.

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Last review by management: January 2023

### RELATED POLICIES

- Attendance and Absence Policy
- Admissions Register & School Transfers Policy
- Child Protection & Safeguarding Policy
- Staff Behaviour Policy
- Educational Visits Policy
- Policy for Induction of New Staff, Governors and Volunteers in Child Protection
- Règlement intérieur (School rules)