

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

Authorised by:	The Board of Governors of CFBL
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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 or 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 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/Code of Conduct) and our School's policies and procedures describe:

- The arrangements for children arriving at School and leaving the premises at the end of their school 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 (August 2024) and Department for Education guidance Working Together to Improve School Attendance (August 2024).

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 receive a suitable education.

The School's Attendance & Absence Policy and the School's Admissions Register & School Transfer Policy complements this Policy. They describe the School's obligations and procedures with regards to attendance and absence and maintenance of the Attendance and Admissions Registers and the reporting made thereunder.

The Headteacher is required to maintain an Admissions 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 Admissions Register. This assists 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 as described in the School's Attendance & Absence Policy.

In addition, the School must notify to the local authority:

- **New pupil and deletion returns:** Every time a pupil's name is to be added to, or deleted from, the School's admission register outside of standard transition times (including the statutory reason for deletion). For deletions this must take place before the deletion, and for additions it must be no later than 5 working days after the addition.
- **Failing to attend on the agreed starting date:** if a pupil fails to attend School on the agreed starting day, the School must follow this up and try to establish the reason for absence: the Admissions Officer will contact Ms Lacassagne and Ms Batgi, who are Senior Attendance Champions for the School, to check if the pupil is present as agreed. If not, the Admissions Officer will notify the local authority without delay. Please see the School's Admissions Register & School Transfer Policy.
- **Attendance returns:** The name and address of any pupil of compulsory school age who fails to attend school regularly or has been absent for a continuous period of 10 school days where their absence has been recorded with one or more of the codes statistically classified as unauthorised (G, N, O, and/or U).
- **Sickness returns:** the full name and address of all pupils of compulsory school age who have been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively over a school year because of sickness.

Training: Training on attendance is covered as part of the safeguarding training provided to staff and is part of new staff members' induction pack. This includes all staff understanding:

- o the importance of good attendance and that absence is almost always a symptom of wider circumstances,
- o the law and requirements of schools including on the keeping of registers, and
- o the School' strategies and procedures for tracking, following up and improving attendance

In addition, all staff taking the attendance register receive a yearly reminder about tracking attendance and how to operate the attendance register, at the start of the year.

Teachers and members of the Pastoral Care team, such as AEDs, are trained to use Pronote.

Dedicated attendance training is provided to any staff with a specified attendance function in their role. This include:

- o the necessary skills to interpret and analyse attendance data, and
- o any additional training that would be beneficial to support pupils and pupil cohorts overcome commonly seen barriers to attendance.

Members of the Admission Department also review at least annually the School's Admission Register & School Transfers Policy, Camden's Children Missing Education Policy and Procedure, Children Missing Education – DfE Policy and Procedure and Working together to improve School attendance – DfE guidance.

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 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 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 Deputy Heads would immediately notify the Police;
- The Head, or Deputy Heads 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 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 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) 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

Each accompanying adult will receive a list of children attending the outing at the start of the outing and emergency phone numbers. If a child was found to be missing from the outing, we would carry out the following actions without delay:

- 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 /Deputy Heads (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 /Deputy Heads 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 Local Safeguarding Children Board (LSCB) (and the School's Local Authority Designated Officer (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 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) 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 Deputy Heads will speak to the parents to discuss events and give an account of the incident (having discussed this beforehand with the Local Authority Designated Officer (LADO) if necessary);
- The Head of School or Deputy Heads will promise a full investigation (if appropriate involving Camden Safeguarding Children Partnership);
- Media queries should be referred to the Head (after discussion with the Local Authority Designated Officer (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 for 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 6.00pm 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 6.30pm, *garderie* will inform the Headteacher or the Deputy Head for 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 Headteacher 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 they remain under our care, until such a time as they have 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 with no

explanation or good reason, or where there are repeated incidents and *garderie* will apply sanctions as described in its T&Cs. If there are any concerns about the child's safety and welfare, these will be dealt with in accordance with the School's Child Protection & Safeguarding Policy and procedures detailed in the Staff Behaviour Policy.

Last review by management and safeguarding trustees: January 2025

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)