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See Distribution

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COVENTRY SCHOOL FOUNDATION MISSING CHILD POLICY & PROCEDURES WHEN A CHILD IS NOT COLLECTED ON TIME (INCLUDING EYFS)

References:

- A. Commentary on the Regulatory Requirements September 2016.
- B. ISI Handbook for the Inspection of Schools: The Regulatory Requirements, September 2015 and Inspection Framework 2017.
- C. The Early Years Foundation Stage Statutory Framework 2014.
- D. Keeping Children Safe in Education (September 2018) (KCSIE).
- E. Working Together to Safeguard Children, September 2018.
- F. Foundation Safeguarding Policy.
- G. Signs of Abuse NSPCC fact sheet: www.nspcc.org.uk/signsofabuse .

PART ONE: MISSING CHILD POLICY

INTRODUCTION

The welfare of all of our children at the Foundation schools 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 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. 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 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' which is available for parents to consult on request from individual schools within the Foundation. We review all our policies regularly (at least once a year) 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.

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, parents or guardians will be contacted and the Designated Safeguarding Lead be informed without delay. The Designated Safeguarding Lead will notify the local authority at the earliest opportunity should investigations to track down the whereabouts of the child prove unsuccessful.

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 will notify the relevant local authority when a pupil is added or removed from the admissions register at non-standard transition times (i.e. when a compulsory school aged child leaves a school before completing the school's final year or joins a school after the beginning of the school's first year). The school will provide the relevant local authority with information for standard transitions when requested to do so.

The notification to the relevant local authority in respect of non-standard admissions will be made within five days of the entry of the child's name on the admission register.

The school monitors attendance closely and will act 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 as soon as the grounds for deletion are met and, in any event, before deleting the child's name.

The school also recognises its wider reporting duties following deletions from the admission register, in accordance with the Education (Pupil Registration) (England) Regulations 2006, Children missing education 2016 and KCSIE 2018, to help identify children who are missing

education and/or otherwise at risk of harm. If a child leaves the school with no known destination, the school will notify the local authority where the child is normally resident as well as the relevant local authority for the school.

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 the Registers.
- 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.
- 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) as necessary.
- Arrange for one or more adults to search the school grounds.
- Check the doors, gates for signs of entry/exit.
- Take another register of all other pupils to ensure all others accounted for.

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 of the School and the Designated Safeguarding Lead (DSL).
- Ask the Head of School 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 DSL/Head of the School would notify the Police.
- The Head of the School 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.
- Contact the venue manager and arrange a search.
- Inform the Head of the School and the DSL by mobile phone.
- The remaining pupils would be taken back to school.
- The Head of the school will 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.
- 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 Head of the school 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 the school will commission a full investigation (if appropriate involving the LSCB).
- 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 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 2 – PROCEDURES TO BE FOLLOWED BY STAFF WHEN A CHILD IS NOT COLLECTED ON TIME

If a child is not collected within half an hour of the agreed collection time, we will call the contact numbers for the parent or carers. If there is no answer, the supervising adult or Teacher will begin to call the emergency numbers for this child.

During this time, the child will be safely looked after. Further investigations via friends etc will take place. If there is no response from the parents' or carers' contact numbers or the emergency numbers when the premises are closing, the Head may 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. 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 s/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.

Drafted By:

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