



**St John's Priory School
Banbury**

**MISSING CHILD & CHILD NOT COLLECTED
POLICY & PROCEDURES**
Applies to whole school including EYFS

Applies to:

- the whole school including the Early Years Foundation Stage (EYFS), the out of school care and extra-curricular activities inclusive of those outside of the normal school hours.
- all staff (teaching and support staff), the proprietors and volunteers working in the school

Available from:

- School Office and website

Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement, and audit by the Headmistress.
- The proprietors will undertake a formal review of this policy for the purpose of monitoring the efficiency with which the related duties have been discharged, by no later than three years from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Responsibility:

The Proprietors of the school are responsible for ensuring the implementation of procedures within this policy

Legal Status:

This policy has due regard to all relevant legislation, including but not limited to, the following:

- the Independent School Standards (the standards) . These are contained in the schedule to the Education (Independent School Standards) Regulations 2014 (ISSR), as amended, made under section 94 of the Education and Skills Act 2008; Part 3 Paragraph 14.
- Childcare Act 2006
- Employment Rights Act 1996

This policy also has due regard to the following statutory guidance:

- DfE (2024) 'Statutory framework for the early years foundation stage'
- DfE (2023) 'Working Together to Safeguard Children'
- DfE (2023) 'Keeping children safe in education'
- DfE (2019) 'Reducing teacher workload'



Michelle Jenkin, Headmistress
Date 15th January 2024



Giorgio Mystkowski, Proprietor
Date 15th January 2024

Review Date: January 2026

Related Policies:

School Mission Statement

Supervision of Children Policy & Procedures

Safeguarding Policy

Behaviour Policy

Anti-Bullying Policy

Health and Safety Policy

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AIMS AND OBJECTIVES

At St John's Priory School, we are committed to ensuring the safety and wellbeing of our pupils. This policy is intended to detail any occasion when a child may go missing whilst in our car, or situations where a child is not collected from school on time.

INTRODUCTION

The welfare of all pupils at St John's Priory School is our paramount responsibility. A child going missing from education, particularly on repeat occasions, is a potential indicator of abuse or neglect, including child sexual and/or criminal exploitation and county lines. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation, so called 'honour'-based abuse or risk of forced marriage. 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 children are safe and receiving suitable education. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future.

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 at least Part 1 of Keeping Children Safe in Education (KCSIE). Our staffing is deliberately designed to ensure that every child is safe when they are in school.

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).

GENERAL DUTIES OF RESPONSIBILITY

Failure 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 Designated Safeguarding Lead without delay. The 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 Absence

The school monitors attendance of its pupils 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 and will have reference to the procedure set out by the Local Authority guidance.

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.

MISSING CHILD PROCEDURES:

Absent at Registration

Parents are required to inform the School of their child's absence due to sickness by telephone or email before 8.30am on the morning of each and every day of absence. Prior permission from the Headmistress must be requested in advance for any other leave of absence, including medical appointments. Form tutors will be notified of any known absence.

Form registers are taken by the form tutor twice daily at 8.40am and after the lunch break (1.15pm for EYFS and 1.45pm for the Prep school). After morning registration, a list of absentees is compiled by School Office. In circumstances where no notification has been received, parents/carers are contacted by telephone by the School Office.

Where a pupil arrives late or requires to be collected early (for example, for medical appointments or in the event of the child going home unwell), the member of staff supervising the arrival / collection will enter the child's name, arrival/collection time and reason for the absence in the Late Arrival/Collections folder.

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 pupil is not present at any point during the day, the teacher immediately sends a message to alert the nearest member of staff and to request support in locating the child.

- An immediate head count must be carried out to ensure all other pupils are present
- Calmly ask other adults and pupils calmly if they can say when and where they last remember seeing the pupil
- Search classrooms and teaching area, toilets, corridors and outdoor areas
- Supervise and occupy all the other pupils in their classroom
- If the child is still missing, the following steps should be taken without delay:
- The Headmistress and Designated Safeguarding Lead (DSL) will be informed
- School doors and gates will be checked for signs of entry/egress
- SLT will arrange for staff to search the rest of the School premises
- The Headmistress (or member of SLT) will contact the child's parents to explain the situation and what steps have been set in motion. The parents will be asked to come to the School immediately
- The Headmistress (or member of SLT) will notify the Police within 15 minutes of notification that the pupil is missing
- The DSL will inform the OSCB and the school's Local Authority Designated Officer (LADO) without delay and co-operate fully with any Police instructions and any safeguarding investigation by the local authority and/or Police.
- SLT will notify the Proprietors without delay

Child goes Missing on a Trip/Visit

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a pupil is not present at any point during a trip/visit, the supervising member of staff immediately alerts the nearest member of staff and to request support in locating the child.

- An immediate head count must be carried out to ensure all other pupils are present
- Calmly ask other adults and pupils calmly if they can say when and where they last remember seeing the pupil
- Search the immediate vicinity
- Supervise and occupy all the other pupils

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

- The Headmistress and Designated Safeguarding Lead (DSL) will be informed by telephone
- The supervisor member of staff must contact the venue manager/visit coordinator and arrange a search (where relevant)
- The Police will be contacted immediately
- The remaining pupils would be taken back to school as soon as reasonably practicable or taken to a safe and supervised location
- The Headmistress (or member of SLT) will contact the child's parents to explain the situation and what steps have been set in motion. The parents will be asked to come to the School or venue immediately
- The DSL will inform the OSCB and the school's Local Authority Designated Officer (LADO) without delay and co-operate fully with any Police instructions and any safeguarding investigation by the local authority and/or Police.
- SLT will notify the Proprietors without delay

Actions to be Followed once the Child is Found

- The child will be taken care of, reassured and comforted
- The parents/carers will be notified immediately
- Other pupils will be spoken with to reassure them and to ensure they understand why they should not leave the premises/separate from a group on an outing
- The Headmistress (or member of SLT) will speak to the parents/carers to discuss events and give an account of the incident (having discussed this beforehand with the LADO if necessary)
- The Headmistress will arrange for a full investigation (if appropriate involving the local authority). The investigation should involve all concerned providing detailed written statements, covering time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, (if applicable) the purpose of the outing, the length of time that the child was missing and when, where and how the child was found
- Consideration will be made as to whether actions need to be taken in line with the School's Safeguarding policy where there are concerns about the welfare of the child.

Communication

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 media enquiries are to be dealt with.

Recording and Reporting

A full record of all activities taken up to the stage at which the child was found will be made for the incident report. If appropriate, procedures would be adjusted.

Where a child is found injured, a report should be made under RIDDOR to the Health & Safety Executive (HSE). Advice on this should be sought from the School Business Manager.

The School will always consider the wider circumstances around a child going missing from School and whether there are wider safeguarding concerns that may need to be addressed in line with the School's Safeguarding policy.

PROCEDURES TO BE FOLLOWED BY STAFF WHEN A CHILD IS NOT COLLECTED ON TIME

It is made clear to all families that should they be delayed in collecting their child, they should email or phone the School with this information. Where possible, children should be told about when they are being collected. Parents are required to put in writing to the School the names of those they designate in their absence to collect their child. In doing so, they are confirming that each designated adult is well known to the child. A password system is in place to further safeguard children.

If the pupil is to go home with any other parent known to both the School and the child, the parent must notify the School in advance, either by telephone, email or in person. Children will not be released to any persons not noted as designated adults or without advance notification of the parents.

At St John's Priory School, we operate wraparound care in the form of an Afterschool Club. At the end of the School day, end of Prep or any extra-curricular club, any pupil who is not collected is taken to, and signed in to our Afterschool provision.

If, at the end of the Afterschool session, i.e., at 6.00pm a pupil has not been collected, the Duty SLT member will be notified. The SLT member will telephone the parents/carers of the pupil. If a parent/carer is not successfully reached, the emergency contact will be called. The child will be kept under the supervision of the SLT member, who will ensure that the child remains happy and calm. At no time should any difficulty with connecting to the parent/carer be communicated to the pupil.

If there is no response by 6.30pm the SLT member will contact the Social Care Duty Officer on 0345 050 7666. Social Care will make emergency arrangements for the pupil, contact the Police and arrange for a visit to be made to the pupil's home. The advice of the Social Care Duty Officer and/or Police will be followed from this point. The School will make a full written report of the incident.

We undertake to look after the pupil safely, until the child has been collected by a parent or carer, or until appropriate, alternative care arrangements have been made with Social Care and/or the Police in order to prioritise the pupil's safety. The School's DSL will keep a record of incidents where parents/carers do not collect a pupil from school or are late for no explained or good reason, or where there are repeated incidents. If any concerns about the pupil's safety and welfare result, these will be dealt with in accordance with the School's Safeguarding policy.