



LOST OR MISSING PUPIL & NON COLLECTION FROM SCHOOL POLICY



Author	Joe Masterson	Headmaster
Approved by	Joe Masterson	Headmaster
	Jo Storey	Group Lead Education, Compliance & Safeguarding
	John Forsyth	Chairman of the Forfar Education Group Governance Board for Harrogate Preparatory School Ltd, trading as Brackenfield School
Next review	February 2024	

KEY POINTS FOR MISSING CHILD POLICY

This policy should be read in conjunction with:

- Safeguarding & Child Protection Policy
- Pupil Supervision Policy
- KCSiE 2022

This policy is applicable to the whole school, including the whole of the Early Years Foundation Stage.

INTRODUCTION

The safety and security of children in our care is paramount. Every care is taken to ensure that the children are always accounted for.

Staff maintain the appropriate high level of supervision and are aware of the location of the children in their care at all times. In the EYFS, the required staff / pupil ratios are consistently adhered to. When our children are off site, safe ratios are used.

At the start of a pupil's time at Brackenfield School 2 contact numbers and any additional emergency numbers are sought. Families are encouraged to update any contact details at the time of change, however the School seeks to update it every 12 months.

PROCEDURE FOR A CHILD MISSING FROM THE SCHOOL SITE

In the unlikely event that after a register check or at another time it is noticed that a child is not accounted for, the following procedure will be adhered to:

- Staff will maintain the safety and well-being of other children
- The register will be re-checked, and a member of the Senior Staff Team will be summoned without delay. The senior member of staff will usually be the Headteacher, although it may alternatively be the Director of Welfare or another member of SLT
- The senior member of staff and at least one other member of staff will search the immediate vicinity and school site
- If the child is not found after 15 minutes, the senior member of staff will endeavour to contact the parents of the missing child by telephone and inform the Headteacher, if not already notified
- The senior member of staff dealing with the incident should engage the office staff to draw together pertinent information for the police from iSAMS
- The senior member of staff will contact the police in loco-parentis, and continue to liaise with parents either by phone or in person
- Once police arrive all relevant information regarding the child will be given. The police will then take over the search
- In the case of a child in the Nursery, the Nursery Manager or Room Leader may act as the senior member of staff if the Headmaster or another member of SLT are not immediately available
- Full reports should be made immediately involving the DSL or DDSL
- Designate a member of staff to support parents as necessary

PROCEDURE FOR CHILD MISSING FROM AN OFF-SITE VISIT

The procedure set out in the last section will be followed with the following adjustments:

- The trip leader shall assume the role of the senior member of staff
- The trip leader shall contact the Headmaster (or if unavailable, a member of SLT) within a maximum of 15 minutes of the child going missing and before contacting either the parents of the missing child or the police
- Ensure ratios are correct for the remaining groups and ensure the continued safety of the rest of the group.
- Where practicable arrange for transport to collect the rest of the group and return to school or base venue

REVIEW

- Following any missing child incident, a report should be made in iSAMS, if not already informed the DSL or DDSL should be notified. If necessary, a report will be made to the LADO within North Yorkshire Children's Services. The Senior Staff Team will review the reasons for the event happening and revise the procedures if necessary.

PROCEDURE FOR A CHILD NOT COLLECTED FROM SCHOOL (TO INCLUDE EARLY YEARS)

This procedure should be followed for all children with the school including Nursery in the event a child is not collected at the normal end of the school day or following an Activity Club or After School Care:

End of the School Day

- If a child is not collected at the end of the normal school day at 3.30pm, allow a strict grace period of 10 minutes and then direct the pupil to either homework club or After School Club
- Ask the office to attempt to make contact with parents or guardians
- If they cannot be reached inform a member of SLT/DSL, they will take steps to continue to make contact with parents and run through any additional contacts the school holds
- If after the next time threshold of 4.30pm the child has still not been collected a member of SLT will again attempt telephone contact as above
- If no contact has been made and the child has not been collected, Brackenfield School will continue to offer care and support to the child. The DSL or member of SLT will contact North Yorkshire Children's Service on 01609 780780 OPT #2(Social Care), OPT #2 (Professionals), OPT #1 (Children's Social Care) and report the incident. Guidance will be given by NYCC and will be followed in school. Please note this line does get very busy and it may take some time for it to be answered. For out of hours please use the same number and wait for the option for Emergency out of hours team.

After School Club

- If a child has not been collected by the end of the session at 5.55pm allow a strict 10 minutes grace period.

- If a parent or guardian has still not arrived, use the parent contact sheets or iSAMS to locate the contact number for the primary carer. Use the school phone to call to ask the whereabouts of the person due to be collecting.
- If no contact is made with parents or guardians inform a member of SLT by phone
- The member of SLT should then take steps to contact North Yorkshire Children’s Services on 01609 780780 and follow the guidance given.

A child not collected following a sporting fixture

- If on the return to school from a sporting fixture, a child is not collected follow the procedures described previously.

REVIEW

- Following any missing child incident, a report should be made in iSAMS, if not already informed the DSL or DDSL should be notified. If necessary, a report will be made to the LADO within North Yorkshire Children’s Services. The Senior Staff Team will review the reasons for the event happening and revise the procedures if necessary.

Name of policy Lost or missing pupil & Non collection from school Policy	Policy reviewed/amended date August 22 – Policy name amendment(V2) February 2023 review (V3)
Original policy date November 2021	Current version V4
Date of new review February 2024	