



GRACE DIEU

MANOR SCHOOL

Missing Child Policy & Procedure **(including Child Missing in Education)**

School Mission Statement:

***“Learning and growing in
the light of the gospel”***

WITHIN THE POLICY:

- **Daily routine**
- **Procedure in the event of a child going missing**

MISSING CHILD POLICY & PROCEDURE

Daily Routine

Cygnets & Pre-Prep

Duty Teachers send the children from the playground to their classrooms when the whistle is blown (8:50am) or, if it is raining, from the duty teacher's classrooms. Children start coming into School at 8am and are signed in, in the Gentili Foyer by the person dropping them off.

Junior Prep

Pupils begin to arrive in School from 8am. Pupils in Years 3 & 4 'Sign In' each morning via their entry route (The Courtyard) and Register each morning at 8.40am. Pupils in Years 5 & 6 'Sign In' via their entry route (The Hub) and Register each morning at 8.40. (*Our Supervision of Children Policy and Procedure gives a thorough outline of the supervision permeating the School day.*)

During lesson time

Class teachers mark registers promptly and accurately using electronic registration (3sys) and accurately first thing in the morning and after lunch. Absences are checked by Reception and anyone for whom we have not had a message is called home to see why their child is not in School.

If pupils leave the classroom security to work in other parts of the School, the class teacher must ensure that adequate supervision is maintained at all times and all pupils are accounted for on return to the classroom.

Updated contact information for parents and carers* is sought and maintained and a copy is kept in the Office of the Head of EYFS& Pre-Prep and in the Main School Reception on the Pass computer system.

In the Gentili Building (Cygnets and Pre-Prep) external class doors leading onto the playground are unlocked as they are Fire Escapes during lessons. The doors can easily be opened from the inside.

Playtime

Cygnets & Pre-Prep

Pupils are guided to the external doors by staff. Duty staff (2) should be on the playground before pupils come out. Staff patrol all areas in the playground throughout the session, a third member of staff is a First Aider and based either in the Foyer or outside on the playground.

Junior Prep

Staff patrol all areas in the playground(s) throughout the Break and Lunch Sessions. A duty rota is in place – See also *Supervision of Children* document.

Lunch Time

Cygnets & Pre-Prep

Lunch time supervisors collect the children from the individual classrooms, assist in toileting and putting on coats and walk the children to the Refectory where they eat their lunch. Lunch time supervisors walk the children back to the department playground in twos and remain on the playground until a member of the Pre-Preparatory staff comes on duty.

Junior Prep

One member of the SLT, along with the Lunchtime Supervisors, patrols during Lunch.

Home Time

Cygnets & Pre-Prep

The School day finishes at 3:30pm and if parents are picking up their child then they collect them from their child's classroom and sign them out on the clipboards outside. Any children who are not collected at 3:30pm go onto the playground or into the duty teachers' classroom, on a wet day, where they are supervised until Tiffin (after School Club) at 4pm.

Tiffin takes place over two classrooms and staff serve tea to the children and organise activities. The children remain in this room until they are collected and signed out with the staff.

The After school Tiffin staff are responsible for turning off the lights and locking the building, they then post the keys through the Main School door. Children who are not collected by 6pm are taken by the after School staff to the 'The Hub' in main school where a member of the Senior Leadership Team will contact their parents and make necessary arrangements.

Junior Prep

The School day finishes at 4.00pm and if parents are picking up their child then they collect them from The Courtyard (3&4) or The Hub (5&6) ensuring that they have been signed out. Further details are provided in the *Supervision of Children Policy and Procedure*.

Children who are not collected by 6pm will have their parents contacted by one of the Senior Leadership Team and make necessary arrangements. Invariably the child will be with the Headmistress until parents arrive.

Educational Visits

Thorough risk assessments and adequate staff/pupil ratios (at least following National Guidance and often in excess of this) are provided when pupils leave the School premises. Permission from parents is obtained for each trip (a 'blanket' permission is sought at the beginning of each year) and contact details and medical information listed.

School Mobile telephones are taken on every visit and a list of contact numbers are left in Reception, including contact numbers for staff and the address the trip is taking place.

Procedure in the event of a child going missing

In the event of a member of staff fearing that a child has gone missing whilst at School:

1. If a teacher suspects that a child is missing from a lesson or activity, they contact the nearest member of SLT and School office immediately. The SLT member and any teaching assistants will carry out a thorough search of the building, including outside areas, toilets and storage areas.
2. The following lists held in the School office will be checked:
 - a. Attendance Registers
 - b. Recorded Absence list
 - c. Music lesson list

- d. Lists of those attending other schools (e.g. Taster Days/Transition activities).
3. If necessary, staff will promptly, but calmly, round up all pupils to a pre-arranged area (the lawn as per the Fire Arrangements) and a designated member of staff will supervise the children. The safety and care of other pupils is paramount so the security of the School and the number of staff remaining to supervise the other pupils in the School must be adequately maintained while the search continues.
4. Staff will count and name-check all the pupils present against the register while the groups are assembled in one place.
5. A thorough check of all exits will be made to make sure all gates/doors were locked/bolted and there are no other ways a pupil could have left the School. If something is discovered this needs to be drawn to the attention of the SLT immediately.
6. At the same time, the CCTV will be reviewed.
7. If the child is still not found after this initial search, the office is to inform the Headmistress or the Deputy Head.
8. If the child has not been found after 10 minutes from the initial report of them as missing, then parents should be notified. The Headmistress or next most senior member of staff on site will decide at which point the Police need to be contacted. Parents should be advised to bring a recent photograph of their child with them.

Parents will be informed followed by the Police (999) after 10 minutes of the first alert.

9. Staff must try to remember and write down a description of what the child was wearing (NORMALLY School uniform but could be PE kit or Home Clothes) and any distinguishing features.
10. If the missing child has any special medical or learning needs then these need to be noted to be disclosed to Police or other agencies.
11. The Class Teacher is spoken to, to gain further information and asked to confirm if the child attended the previous sessions/activity.
12. A thorough search of the School buildings continues and is carried out by senior members of staff, with the help of other members of staff available, including Maintenance Department Staff.

Particular attention is paid to:

- a. Rarely used rooms;
- b. Toilets;
- c. Music room and ICT room;
- d. All classrooms;
- e. Main School Hall;
- f. The School grounds.

In the event of a member of staff fearing that a child has gone missing while off School premises:

1. The Group Leader must ensure the safety of the remaining pupils. At least two adults must stay with them.
2. One or more adults should immediately start searching for the child.
3. The Visit Leader should contact School to alert them.
4. If the child is not found within 5 minutes, the Group Leader must contact Police by telephoning 999.
5. The Group Leader should alert School that the Police have been contacted and School will make arrangements to notify parents, after which the procedures described above will be followed.

In the event of 'patterns' of absence or frequency of absence.

In most cases absence will be explained. However, the School must have regard for patterns and frequency of absence. A child going missing from education is a potential indicator of abuse or neglect, e.g., Sexual Abuse, Radicalisation*.

Grace Dieu must 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. The School's Holiday Absence Policy gives more guidance on this.

See also Appendix I – *KCSIE September 2016 and updated Sept 2018*

***Where reasonably possible** the School should hold more than one emergency contact number for their pupils and students.

Appendix I

1. All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area.
2. A child going missing from education is a potential indicator of abuse or neglect. School and college staff should follow the school's or college's procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future.
3. Schools and colleges should put in place appropriate safeguarding policies, procedures and responses for children who go missing from education, particularly on repeat occasions. It is essential that all staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, FGM and forced marriage.
4. We also recognise that children who go missing is a sign that they have been targeted by CSE perpetrators and drug related criminals (County Lines). **KCSIE Sept. 2018**

Schools

5. The law requires all schools to have an admission register and, with the exception of schools where all pupils are boarders, an attendance register. All pupils must be placed on both registers.
6. **All** schools must inform their local authority of any pupil who is going to be deleted from the admission register where they:
 - have been taken out of school by their parents and the school has received written notification from the parent they are being educated outside the school system e.g. home education;
 - have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
 - have been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age;
 - are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or,
 - have been permanently excluded.

7. The local authority must be notified when a school is to delete a pupil from its register under the above circumstances. This should be done as soon as the grounds for deletion are met, and in any event no later than deleting the pupil's name from the register. It is essential that schools comply with this duty, so that local authorities can, as part of their duty to identify children of compulsory school age who are missing education, follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse or neglect.

8. All schools must 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, at such intervals as are agreed between the school and the local authority.

Reviewed MK August 2018