

# PENNTHORPE MISSING CHILD POLICY

THIS POLICY INCLUDES THE EARLY YEARS FOUNDATION STAGE



ISI Code:	14b Missing Child Policy
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## INTRODUCTION:

The welfare of all children at Pennthorpe School 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. 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.

## INFORMATION FOR PARENTS:

The school maintains regularly updated Supervision of Children, Safeguarding and Educational Visit policies which outline:

- The arrangements for handing over children to the care of their parents or nominated carers at the end of the day.
- The qualifications and safer recruitment procedures 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.
- The physical security measures which prevent unsupervised access to or exit from the premises.
- The supervision of the playground areas and other areas used at break times.
- The supervisory arrangements for outings involving children.
- These documents are available on our web site and can be provided to parents on request. Policies are reviewed regularly (at least once a year) in order to satisfy ourselves that they are robust and effective.
- All new staff receive thorough induction into the importance of effective supervision for young children.
- A child going missing from education is a potential indicator of abuse or neglect. Staff should inform the Deputy Head if a pupil is absent on repeated occasions to help identify the risk of abuse and neglect including sexual abuse or exploitation and to help prevent any future risk of their going missing in the future.
- The School Office or Matron will always telephone a parent to ascertain the whereabouts of a pupil that has not arrived at school.

## **ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING FROM THE SCHOOL:**

These procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child is found to be missing, the following actions should be carried out:

- Immediately, take a register or head count in order to ensure that all the other children are present.
- Ask all of the adults and children in attendance if they can say when they last remember seeing the child.
- Inform the Bursar/Office so that Staff can be called to carry out a search.
- Occupy all of the other children in their classroom.
- Within 10 minutes, the Bursar will arrange for members of the Administrative and Premises Teams to carry out a search of the school buildings, both inside and out, carefully checking all spaces, cupboards, washrooms or anywhere a child might hide. Search Staff must carry their radios (tuned to channel 3) to stay in contact with each other.
- Once a thorough search has been carried out and if the child is still missing, the following steps should be taken:
  - Inform the Head, the Deputy Head or Head of Pre-Prep (as appropriate)
  - Ask the Head, the Deputy Head or Head of Pre-Prep (as appropriate) to ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the school at once.
  - Whilst the telephone calls are being made, the Bursar will arrange for staff to continue to search the rest of the school premises and grounds and the surrounding streets.
  - If the child's home is within walking distance, a member of staff will set out on foot to attempt to catch up with him/her.
- Immediate phone calls to be made by a member of the Senior team immediately following notification to the parents.
  - The Bursar/ Designated Safeguarding Officer will notify the Police. The school will cooperate fully with any Police investigation and any safeguarding investigation by Social Care.
  - The Designated Safeguarding Officer will inform the Local Children Safeguarding Board.
  - The Head will inform the Chairman of Governors.
  - The Head of Pre-Prep will inform Ofsted.
  - The Bursar will inform the School Insurers.
  - If the child is injured the Bursar will ensure a report is made under RIDDOR to the HSE.

## **ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING ON AN OUTING:**

- A full record of all actions taken up to the stage at which the child is found will be documented and will be included in the incident report. If appropriate, procedures will be adjusted.

- An immediate head count will be carried out in order to ensure that all the other children are present.
- An adult will search the immediate vicinity.
- The remaining children will be taken back to school or to a safe space (e.g. classroom) at the trip venue.
- The Head, the Deputy Head or Head of Pre-Prep (as appropriate) and the Designated Safeguarding Officer will be notified by mobile phone by the Group Leader.
- The Head, the Deputy Head or Head of Pre-Prep (as appropriate) 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.
- The Group Leader will contact Venue Staff and arrange a search.

Immediate phone calls to be made by a member of the Senior team immediately following notification to the parents.

- The Group Leader will notify the Police. The school will cooperate fully with any Police investigation and any safeguarding investigation by Social Care.
- The Designated Safeguarding Officer will inform the Local Children Safeguarding Board.
- The Head will inform the Chairman of Governors.
- The Head of Pre-Prep will inform Ofsted.
- The Bursar will inform the School Insurers.
- If the child is injured the Bursar will ensure a report is made under RIDDOR to the HSE.
- A full record of all actions taken up to the stage at which the child is found will be documented and will be included in the incident report. If appropriate, procedures will 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 children to ensure they understand why they should not leave the premises/separate from a group on an outing.
- The Head, the Deputy Head or Head of Pre-Prep (as appropriate) will speak to the parents to discuss events and give an account of the incident.
- The Head, the Deputy Head or Head of Pre-Prep (as appropriate) will instigate a full investigation (if appropriate involving Social Services/ Local Children Safeguarding Board).
- Media queries should be referred to the Head.
- The investigation will require all staff concerned to provide written statements.
- The incident report will detail:
  - The date and time of the report.
  - What staff/children were in the group/class.
  - When the child was last seen in the group/class/boarding house.
  - What has taken place in the group/class/boarding house since then and the time it is estimated that the child went missing.
  - A conclusion is drawn as to how the breach of security happened and, if appropriate, procedures (including risk assessments and training) may be updated.

## **PROCEDURES TO BE FOLLOWED WHEN A CHILD IS NOT COLLECTED ON TIME:**

If a child is not collected within half an hour of the agreed collection time or the end of the extended school day, we will call the contact numbers for the parent or carers. If there is no answer, the Flexiday Co-ordinator will begin to call the emergency numbers for this child. During this time, the child will be safely looked after.

If there is no response from the parents' or carers' contact numbers or the emergency numbers within when the premises are closing, the Flexiday Co-ordinator will contact the Head or member of SMT on duty, who will then contact the Children's and Young People's Service Desk Duty Officer on 01903 694422. 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.

Full written reports will be made of any such incidents.

We undertake to look after the child safely throughout the time that he or she remains under our care.

## **SCHOOL RESPONSIBILITY FOR REPORTING ABSENCES:**

Pupils are occasionally absent from school for a number of reasons. Parents are required to seek authorization for any absence from school and we do not encourage parents to allow children to miss school unnecessarily.

Any child absent from school will be investigated. Matron will telephone parents if a child is absent from school and no indication of reason for absence has been recorded or received. The school maintains two emergency contact numbers for each pupil, where reasonably possible.

Any extended absence, whether due to illness or not, will be reported to the Head, who will request a further discussion with the parents. Prolonged absence or concern for a child will be reported immediately to the West Sussex Safeguarding Hub.

Matron notifies the Head weekly, of any pupil absence over 10%. The Head scrutinises this data half termly and liaises with the relevant staff to determine a contextual picture. The Welfare Committee, consisting of the school's Safeguarding personnel, will scrutinise termly absence of pupils.

The school must notify their local authority when they remove or add a pupil's name to the admissions register at non-standard transitions.

If a pupil does not return within 10 days after authorised leave of 10 school days or more, or after 20 school days unauthorised absence the school and the local authority have to have jointly made reasonable enquiries as to the pupil's whereabouts and failed before a pupil can be deleted from the register.

## **CHILD MISSING FROM EDUCATION:**

KSCIE, September 2020 and the DfE 'Children Missing from Education' outline the school's responsibility to notify their local authority when they remove or add a pupil's name to the admissions register at non-standard transitions. This is conducted by the Registrar and the DSL under the authority of the Head. All pupils leaving the school, are removed from the school's admissions register within 5 days of the last day of the pupils' attendance at the school.

Appendix 1 details the reasons and conditions for removal from the roll/admissions register and the actions to be taken by the school.



## APPENDIX 1: REMOVAL OF A PUPIL FROM THE ADMISSIONS REGISTER

Grounds for Removal	Criteria for removal from school roll
(a) Local Authority has approved change of education provision for a pupil subject to a School Attendance Order	(i) The Local Authority has substituted the school named on the School Attendance Order with another school or;  (ii) School Attendance Order has been revoked on the grounds that child is receiving suitable education otherwise than at school.
(b) Pupil is Registered at another school (no Dual roll agreement)	Notification of school transfer and details of new school received from parent /carer. Placement and start date confirmed by new school.  If parent refuses to provide details of the new school, child reported as 'missing from education.'  Child removed from admissions register within 5 days of child's last day of attendance
(c) Pupil was dual registered going to single registration at another school	Removal from roll has been agreed by the dual school, where pupil remains on roll.  Child removed from admissions register within 5 days of child's last day of attendance
d) Pupil receiving education other than at school (Elective Home Education)	The parent has given the school written notification of their decision to home educate their child.  Child removed from admissions register within 5 days of child's last day of attendance
(e) Pupil has stopped attending and home school distance is unreasonable  (use when the child has left the country)	Pupils can be deleted from roll when the distance to school is deemed unreasonable by the LA, and the parent is not maintaining the school place. A distance of over eight miles from the home address measured along the shortest available route would be considered unreasonable by the LA.  Where a child has not got a school place school should check with the receiving LA that the family have applied for a place through admissions. Report as missing from education if no application. (CME Referral Form)

	Child removed from admissions register within 5 days of child's last day of attendance and after child has been reported as missing from education (except where child has moved outside England and Wales)
f) Pupil has failed to attend within 10 days after an exceptional leave of absence	<p>i) pupil has failed to attend within the ten school days following expiry of extended leave and</p> <p>(ii) there are no reasonable grounds to believe that the pupil is unable to attend due to sickness or any unavoidable cause and</p> <p>(iii) both the school and the Local Authority have made reasonable enquiries and failed to ascertain the child's whereabouts.</p> <p>Report the child as missing from education (CME referral form). Child removed from admissions register within 5 days of child's last day of attendance.</p>
(g) Pupil is medically unfit to attend school (certified by relevant Health professional)	<p>(i) Pupil is unlikely to regain fitness before reaching end of compulsory school age and</p> <p>(ii) there is no indication of intention to attend beyond compulsory school age.</p> <p>Report the child as missing from education (CME referral form). Child removed from admissions register within 5 days of child's last day of attendance.</p>
(h) Continued Unauthorised Absence of 20 days or more	<p>(i) Absences are all unauthorised and</p> <p>(ii) there are no reasonable grounds to believe that the pupil is unable to attend due to sickness or any unavoidable cause and</p> <p>(iii) both the school and the Local Authority have made reasonable enquiries and failed to ascertain where the pupil's whereabouts.</p> <p>Report the child as missing from education (CME referral form). Child removed from admissions register within 5 days of child's last day of attendance.</p>

(i) Pupil has been Detained (custodial sentence) for four months or longer as a result of a final order	Formal notification and approval from Youth Offending Service.
(j) Death of pupil	Formal notification received from LA.  Child removed from roll with immediate effect upon notification.
(k) Permanent exclusion	Child is removed from roll after the deadline or decision for an independent panel review or parental written confirmation that they won't be applying for IRP
(l) Completed Nursery Education child not transferring to reception or higher class at the school.	Although it is not a legal requirement to upload a CTF to the new school for children who have not reached compulsory school age (the start of the school term following their fifth birthday), it is good practice to do so.  Child will be removed from roll within five days of the child's last day of attendance.