

Missing Child Policy & Procedures When a Child is Not Collected on Time

Collège Français Bilingue de Londres
(The "School")

PART ONE: MISSING CHILD POLICY

The welfare of our pupils is our paramount responsibility. A child missing from education, particularly on repeat occasions, is a potential indicator of abuse or neglect. 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 receive suitable education. When 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 deliberately designed to ensure that every child is supervised the whole time that he or she is in our care.

Information for parents

Our *Règlements Intérieurs* (School Rules) and our School Policies describe:

- The arrangements for children arriving at school and leaving the premises at the end of the day;
- The arrangements for supervising the children whilst they are in school;
- The arrangements for registering pupils 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 always 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 supervisory arrangements for pupils' outings are set out in the policy document: 'Educational Visits for Pupils'. This document is on our website and can be provided to parents on request.

We review all our policies regularly in order to satisfy ourselves that they are robust and effective.

Action to be followed by staff when a child fails to attend first day of school

All new pupils are placed on the School's Pupils Register on the first day that they school has agreed that the pupil will attend the School. If a child fails to attend on the agreed date, staff must inform the Head of Primary (for a primary pupil) and the CPE (for a secondary pupil) **without delay**. In their respective role as Designated Safeguarding Leads, they will consider notifying the local authority.

Where there are changes affecting the child (including a change of address or school) these will be reflected in the Pupils Register. This will assist the School and external agencies when making enquiries to locate missing children.

Actions to be followed by staff if a child goes missing from the school

If a child was found to be missing, we would carry out the following actions:

- Check with the pupil's friends to see if they know their whereabouts
- Check the infirmary
- Check with receptionist who will check the signing out/in book
- Inform the Head of Primary or the CPE (secondary) as appropriate
- 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
- Arrange for one or more adults to search the school grounds
- Check the doors, gates and CCTV records for signs of entry/exit

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 and the Designated Safeguarding Lead (DSL) for the primary or secondary as appropriate.
- The Head, Deputy Head or Head of Primary will 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, if required.
- The Head, Deputy Head or Head of Primary would notify the Police
- The Head, Deputy Head or Head of Primary would arrange for staff to search the rest of the school premises
- 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 or Deputy 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.
- The Head would inform the Chair of Governors
- The School's insurers would be informed (by the Head of Finance and Administration)
- If the pupil is injured, and if required, 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 are present
- An adult would search the immediate vicinity
- The Trip Leader informs the Head of School /Head of primary/ and the Deputy DSL by phone
- The remaining pupils would be taken back to School (if possible)
- Ask the Head /Deputy Head or Head of Primary 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 outing venue/ the School
- If applicable, contact the venue manager and arrange a search

- Contact the Police
- The DSL or Deputy 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
- The Head will inform the Chair of Governors
- The School's insurers would be informed
- If the child is injured and if required, 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 School or Head of Primary 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 School or Head of Primary will promise a full investigation (if appropriate involving Camden Safeguarding Children Board)
- 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 length of time that the child was missing and how s/he appeared to have gone missing, as well as lessons for the future.

Duty to report

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.

Where a pupil has been continuously absent with 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 an unavoidable cause) and the School and the local authority have failed, following reasonable enquiry, to ascertain where the pupil is, the School may delete the pupil's name for the Pupils' register. The School will inform the local authority of such deletion.

The School also recognises its wider reporting duties following deletions from the Pupils Register, in accordance with the Education (pupil Registration) (England) Regulation 2006 ([as amended in 2016](#)), to help identify children who are missing from education and/or otherwise at risk of harm

PART TWO: PROCEDURES TO BE FOLLOWED BY STAFF WHEN A PRIMARY PUPIL IS NOT COLLECTED ON TIME

If a **GSM child** or a **primary child who is not authorised to leave school alone** is not collected at the agreed collection time, the child will be safely looked after by the School's garderie service (paying service) until 6pm. We will call the contact numbers for the parent or carers. The Head of Primary will also call the emergency numbers given by the Parents for this child and he/she will be looked after by the Head of Primary or the CPE after 6pm.

If there is no response from the parents' or carer's contact numbers or the emergency numbers by 7pm the Head will contact the Camden Social Care Duty Officer on 0207 974 4444. 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 or his deputy 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 and Safeguarding Policy and procedures detailed in the document entitled Staff Obligation in Safeguarding.

RELATED POLICIES

- Attendance and Absence Policy
- Child Protection and Safeguarding Policy
- Staff obligations in Safeguarding
- Educational Visits Policy
- Policy for Induction of New Staff, Governors and Volunteers in Child Protection

This Policy is required under ['Keeping children safe in education'](#) DfE guidance and is reviewed annually.

Last review: 10/2016