

# WARWICK INDEPENDENT SCHOOLS FOUNDATION



Warwick Preparatory School



Warwick School



King's High School

King's High School for Girls

<b>Author</b>	
<b>Date of Approval</b>	6 <sup>th</sup> October 2017, P&S Committee
<b>Review Date</b>	Autumn Term 2021

## MISSING/UNCOLLECTED CHILD POLICY

### 1.0 Introduction

- 1.1 Warwick Independent Schools Foundation ("the Foundation") comprises three schools: Warwick School, King's High School and Warwick Preparatory School ("the Schools").
- 1.2 The Foundation understands its responsibility for the welfare of all pupils with the Schools and the paramount importance of this aspect of its work. The Foundation and its Schools is committed looking after pupils safely throughout the time that they remain under our care.
- 1.3 Every adult who works at the school will have been subject to appropriate checks before appointment, will have received Child Protection training either before they have started or within the first week of commencing their position and understands their responsibility for helping to keep all pupils safe at all times.
- 1.4 Staffing ratios are appropriate to ensure that every pupil is properly supervised the whole time he or she is in our care.
- 1.5 This Policy will be publicised and brought to the attention of all parents.
- 1.6 This Policy will be kept up to date in line with any legislative changes.
- 1.7 This Policy should be read in conjunction with the Child Protection Policies, and is linked to the Foundation's Safer Recruitment and Contractor Appointment processes. These are also regularly reviewed to insure they are robust and effective, and may be made available to parents.

### 2.0 Early Years Foundation Stage (EYFS)

- 2.1 Schools are legally required under the EYFS Statutory Framework, an ISI Reporting Standard for Independent Schools with Early Years provision to provide for early years children a policy for the procedures to be followed in the event of a child going missing and a procedure to be followed in the event of a parent failing to collect the child at the appointed time.
- 2.2 Warwick Preparatory School has in place additional Policies for EYFS Children with regard to special information for parents, educational visits, risk assessments for outings, and special information for staff, Governor and volunteer induction. Those responsible for very young children receive additional training at induction.
- 2.3 The information for parents comprises:
  - The arrangements for handing over children to the care of their parents at the end of the day
  - The qualifications 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 building
- The supervision of the playground and the physical barriers that separate it from the rest of the school

### **3.0 Pupil going missing whilst at School**

3.1 The aim of this procedure is to ensure that a missing pupil is found and returned to effective supervision as soon as possible.

3.2 On finding a pupil missing, the following actions are taken:

- Take a register in order to ensure that all the other pupils are present.
- Inform the Head of the Department and the School Office.
- Ask all of the adults and children calmly if they can tell us when they last remember seeing the child.
- Keep all the pupils children occupied within an easily supervised enclosed space, e.g. classroom. Younger pupils might be kept occupied, for example, by reading to them.
- At the same time, arrange for one or more adults to search the immediate surroundings, both inside and out. If looking for a small child, care will be taken to check all spaces (e.g. cupboards, washrooms) where he or she might hide.
- Check the doors and gates for signs of entry/exit.

3.3 If the pupil is still missing, the following steps would be taken:

- Inform the Head, Designated Safeguarding Lead and Foundation Secretary.
- The Head will:
  - ring the pupil's parents to explain what has happened and what steps have been set in motion, and to ask them to come to the School at once;
  - arrange for staff to search any other areas of the School premises and grounds that were not searched previously;
  - inform the Chairman of the School Management Committee;
  - ensure Ofsted is informed;
- The Designated Safeguarding Lead will notify:
  - the Police and
  - Warwickshire Safeguarding
- If the child's home is within walking distance, a member of staff would set out on foot to attempt to catch up with him/her.
- The School will cooperate fully with any Police investigation and any safeguarding investigation by the local authority.
- The Foundation Secretary will:

- inform the insurers;
- if the child is injured, instruct the Foundation Health and Safety Manager to submit a report under RIDDOR to the HSE;
- ensure a full record is written of all activities undertaken up to the stage at which the child was found would be made for the incident report;
- in liaison with the Head, ensure any changes required to policies and procedures are made.

#### **4.0 Pupil going missing on an outing**

4.1 On finding a pupil missing, the following actions are taken:

4.2 Party Leader to carry out a head-count in order to ensure that all the other pupils are present.

4.3 An adult to be nominated to search the immediate vicinity. If appropriate, the venue Manager will be contacted and asked to arrange a search.

4.4 Remaining children to be taken back to School.

4.5 Telephone the Head, School Office and Designated Safeguarding Lead to inform them.

4.6 The Head will

- ring the pupil's parents to explain what has happened and what steps have been set in motion, and to ask them to come to the School at once;
- inform the Foundation Secretary;
- inform the Chairman of the School Management Committee.

4.7 The Designated Safeguarding Lead will notify:

- the Police and
- Warwickshire Safeguarding

4.8 The School will cooperate fully with any Police investigation and any safeguarding investigation by the local authority.

4.9 The Foundation Secretary will:

- inform the insurers;
- if the child is injured, instruct the Foundation Health and Safety Manager to submit a report under RIDDOR to the HSE;
- ensure a full record is written of all activities undertaken up to the stage at which the child was found would be made for the incident report;
- in liaison with the Head, ensure any changes required to policies and procedures are made.

#### **5.0 Actions to be taken once the pupil is found**

5.1 Talk to, take care of and, if necessary, comfort the child.

- 5.2 Speak to the other children to ensure they understand why they should not leave the premises or separate from a group on an outing.
- 5.3 The Head will:
- speak to the parents to discuss events and give an account of the incident;
  - ensure, with the Foundation Secretary, that a full investigation is undertaken (involving, if appropriate, Warwickshire Safeguarding)
- 5.4 Media queries should be referred to the Head who will handle them in conjunction with the Foundation Secretary.
- 5.5 The investigation should include all concerned providing written statements.
- 5.6 The report should include the following details:
- time,
  - place,
  - numbers of staff and children,
  - when the child was last seen,
  - what appeared to have happened,
  - cross-reference the purpose of the activity being done when the pupil went missing,
  - the length of time that the pupil was missing and how s/he appeared to have gone missing,
  - lessons for the future.
- 6.0 Pupil is not collected from School on time**
- 6.1 If a child is not collected within 30 minutes of the agreed collection time, the School will call the contact numbers for the parent/guardian. If there is no answer, the Head or Teacher will begin to call the emergency numbers for this child.
- 6.2 During this time, the child will be safely looked after.
- 6.3 If there is no response from the parents' or carers' contact numbers or the emergency numbers within three hours or by the time the premises close, whichever is sooner, the Head will contact the Social Care Duty Officer. 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.
- 6.4 The Head will ensure a full written report is made of the incident and will inform the Chairman of the School Management Committee and the Foundation Secretary.

*Signed by the  
Chair of Governors* .....

*Countersigned by the  
Head Teacher* .....

*Acknowledgements: ISBA Model Policy*