

# **WOLVERHAMPTON GRAMMAR SCHOOL**

## **MISSING CHILD PROCEDURE AND ARRANGEMENTS WHEN A CHILD IS NOT COLLECTED FROM A SCHOOL ACTIVITY**

### **PART ONE: MISSING CHILD PROCEDURE**

#### **INTRODUCTION**

The safety of all of the children at Wolverhampton Grammar School is of paramount importance. Every adult who works at the school has been trained to know that he or she has a key responsibility for helping to keep all of the children safe at all times. This includes training in the importance of effective information sharing to ensure our children are safe and receiving education. Where staff have concerns that a child is missing from school, this policy will be followed.

Every member of staff who works with children has read Part 1 and Appendix A of Keeping Children Safe in Education. The school's staffing ratios are generous and are deliberately designed to ensure that every child is supervised the whole time that he or she is in the school's care.

This policy was drawn up having had regard to the Independent School Regulatory Requirements (paragraphs 7 and 15), and Department of Education Guidance Children Missing Education (September 2016).

By definition in this procedure, the term 'parents' refers to both parents and legal guardians, as applicable.

#### **INFORMATION FOR PARENTS**

The school's Supervision Policy describes:

- 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 the children in both morning and afternoon. Parents are responsible for notifying the school if their child is absent for any reason. The school will always contact the parents if the child fails to arrive at school without an explanation.

The school's Security, Access Control and Workplace Safety Policy describes the physical security measures which prevent unsupervised access to or exit from the building

The enhanced supervisory arrangements for outings involving students are set out in a detailed Educational Visits Policy document. This document is on the school's website and can be provided to parents on request. The school reviews all policies regularly in order to satisfy itself that they are robust and effective. All new staff receive a thorough induction into the importance of effective supervision of pupils and are given detailed information in the Senior and Junior School supervisory duties guidance.

### **ACTION TO BE FOLLOWED BY STAFF IF A CHILD FAILS TO ATTEND FIRST DAY OF SCHOOL**

All new students are placed on the school's admission register at the beginning of the first day on which the school has agreed that the student will attend the school. If a child fails to attend on the agreed date and there has been no contact with the child's parents, staff must inform the Head without delay. The Head / Designated Safeguarding Lead will consider notifying the local authority at the earliest opportunity.

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

### **ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD FAILS TO ATTEND MORNING OR AFTERNOON REGISTRATION WHERE AN ABSENCE HAS NOT BEEN PREVIOUSLY NOTIFIED BY PARENTS**

The school's procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. Registration takes place at the start of morning and afternoon sessions. If a child was found to be absent unexpectedly during registration, the school would carry out the following actions:

- An internal checking process will be made: voicemail messages to 01902 421326 will be checked; the signing in/out register will be checked; fixture and club records will be checked; and in the Senior School Form Tutors, Heads of Year and the Deputy Heads will be informed.
- In the Senior School: Parents will be sent a text message notifying them of their child's absence by approximately 10.00 (for morning registration) or by approximately 14.30 (for afternoon registration). Parents are requested to phone the Main School Office as soon as possible on 01902 421326 if they receive a message about their child's absence. Staff will also go to the student's timetabled lesson to check if they have arrived late or left a message with a classmate. If there is no response to the text message, parents will be telephoned by the Senior School Reception.
- In the Junior School: Parents will be telephoned by the Junior School Reception notifying them of their child's absence by 10.00 (for morning registration) or by 14.30 (for afternoon registration).
- If there is no response from parents and/or the parents cannot confirm the whereabouts of their child the actions below for a child going missing from school will be instigated.

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

The school's procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child was found to be missing, the school would carry out the following actions during the working day:

- Check with reception who will check the signing out/in book
- Check with the pupil's friends to see if they know their whereabouts
- Inform a senior member of staff
- Check with any teacher who has taught that child during the day

- At the same time, arrange for one or more members of staff to search the school grounds, library and toilets.

A record is kept by the school of any instances in which a student is missing from school without satisfactory permission and documentation, including the action taken and the student's explanation.

If the student is still missing, the following steps will be taken:

- The Head of the Junior/Senior School or another Designated Safeguarding Lead (DSL) will be informed.
- A senior member of staff will ring the student's parents or if unavailable, their emergency contacts and explain their child is missing, and what steps to find the child have been set in motion and ask them to come to the school if appropriate to do so.
- A DSL will notify the Police
- A member of the Senior Management Team (SMT) will arrange for staff to search the rest of the school premises and grounds
- The biometric door system and CCTV records would be checked for signs of entry/exit
- A DSL will inform the Local Safeguarding Children Board (LSCB) and the school's Local Authority Designated Officer (LADO)
- The school will co-operate fully with any Police investigation and any safeguarding investigation by the local authority.
- The Chairman of Directors will be informed
- The school's insurers will be informed

During the course of an investigation into a missing student, the school, in consultation with the LADO, will decide what information should be given to other parents, staff and other students and how press enquiries are to be dealt with.

A full record of all activities taken up to the stage at which the student is found will be made for an incident report. The school will review its procedures and, if appropriate, these would be adjusted.

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

- An immediate head count will be carried out in order to ensure that all the other students are present
- An adult will search the immediate vicinity and if applicable the venue manager informed
- The trip leader will contact the trip Emergency Contact by phone who will then inform the Head of the Junior/Senior School or another Designated Safeguarding Lead (DSL).
- The school's critical incident plan will be invoked.
- The remaining students will be taken back to school, leaving one member of staff in the vicinity
- The Head of Junior/Senior School or Emergency Contact will ring the child's parents and explain what has happened, and what steps have been set in motion to find their child. Dependant on the circumstances/venue situation, the parents will be asked them to come to the venue or the school at once
- The Police will be contacted

- A DSL will inform the school's LADO
- The school will cooperate fully with any Police investigation and any safeguarding investigation by the LSCB
- The Chairman of Directors will be informed
- The school's insurers will be informed

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 students to ensure they understand why they should not leave the premises/separate from a group on an outing
- The Head of the Junior/Senior School or Trip Leader/Emergency Contact 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 the Junior School/Senior School will instigate a full investigation (if appropriate involving the Local Safeguarding Board) and a report will be produced.
- The school will review its procedures and, if appropriate, these would be adjusted.
- Media queries will be referred to the Head (after discussion with the LADO if appropriate)
- If the child is injured, a report will be made under RIDDOR to the Health & Safety Executive (HSE) if required.

#### **DUTY TO REPORT**

The school will inform the local authority of any student 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 student 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 student is unwell or unable to attend because of any unavoidable cause), and the school and local authority have failed, following reasonable enquiry, to ascertain where the student is, the school may delete the student's name from the admission register. The school will inform the local authority of such deletion no later than the time at which the student's name is deleted from the register.

The school recognises its wider reporting duties following deletions from the admission register, in accordance with the Education (Pupil Registration) (England) Regulations 2006, to help identify children who are missing education and/or otherwise at risk of harm.

## **PART TWO: PROCEDURES TO BE FOLLOWED BY STAFF WHEN A CHILD IS NOT COLLECTED ON TIME**

This includes failure to collect a child from a supervised after school club, a sports fixture both on and offsite or a school trip both on and offsite. This list is not exhaustive.

If a child is not collected within half an hour of the agreed collection time, a member of staff will call the contact numbers for the parent or carers. If there is no answer, a member of staff will begin to call the emergency numbers for this child. During this time, the child will be safely looked after by at least one member of school staff. If there is no response from the parents' or carers' contact numbers or the emergency numbers within a one hour period or a lesser time period when the premises are closing, the member of staff will contact the Emergency School Contact or another member of SMT who will contact the Social Care Duty Officer on 01902 552999. 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. The school will make a full written report of the incident.

The school undertakes to look after the child safely throughout the time that he or she remains under the school's 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 DSLs 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 Safeguarding Policy and procedures.

Please also refer to the following policies:

Safeguarding Policy – Staff network and website	Health & Safety Policy – Employment Manual
Behaviour Management Policy (students) – Staff network and website	Code of Conduct (staff) – Employment Manual and website
Educational Visits Policy – Staff network and website	Supervision Policy – Staff network and website
Security, Access Control and Workplace Safety Policy – Staff network and website	Supervisory Duties (Senior and Junior School) – Staff network

### **Monitoring and Evaluation of this procedure**

The school monitors and evaluates its Missing Child Procedure and arrangements when a child is not picked up from a school activity through the following activities:

- Senior Management Team Discussion
- Regular DSL meetings and report of safeguarding concerns to the Board
- Frequent scrutiny of accident and near miss data
- Regular analysis of a range of risk assessments
- Review of trip evaluation forms
- Review of concerns and complaints registers by SMT and Board of Directors

PCR  
October 2018

Next Review:  
September 2019