

# MISSING CHILD POLICY – Senior School

## (Including Non-Collection of Pupil Arrangements)

This policy applies to the Senior School, years 7-13, at The Queen's Senior School.

### **Document Purpose**

The safety and security of the children at The Queen's School is paramount. Every care is taken to ensure that pupils are accounted for at appropriate times through the school day.

This policy should be read in conjunction with the Safeguarding policy, the Supervision of Pupils policy and the Educational Visits handbook.

### **Procedures**

- Normal School Routine

Each pupil who arrives at school is registered between 08:50 and 09.05 during form time. Pupils who are not going to form time sign in at reception. The Pastoral PA checks attendance during period 1 using the registers submitted on 3sys and the signing in sheet at reception. The Pastoral PA also notes absences submitted by parents. The Pastoral PA follows us with teaching staff where a pupil is unaccounted for.

Registers are taken during all teaching periods via 3sys. If a child is not present, the teacher or cover teacher will contact the school office.

- Trips

When on excursions away from the school premises, staff implement strategies to ensure the safety and security of the children in accordance with the school's Trips Policy. Full risk assessments are carried out. A list of all the children's names, contact details and medical details is carried by the trip leader and the children are organised into groups according to the proper staff/pupil ratios for the age of the children and the purpose of the trip or activity. For sport's fixtures outside of school hours, sports staff use a Firefly form to inform the school office of who is attending the fixture. They also repeat this when they are returning to school to advise who is on the bus. These forms are received by the school office, the headmistress and the Head of Pastoral.

### **1. The Missing Persons Procedure – on the school grounds**

Immediately a child is suspected of going missing a member of SLT must be alerted and coordinate appropriate action to locate the missing pupil.

A suggested course of action is shown below;

- Ask friends if they know where the missing pupil is

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- Call the pupil's mobile phone number. This could be via the office or ask one of the pupil's friends to call.
- Send a message to all staff via email and/or Firefly to notify them of a potential missing pupil and ask for anyone with knowledge to contact the school office immediately
- Initiate a search involving the caretaking team and support staff to search specific areas as directed by the co-ordinating member of SLT and may include a search of the area around the school grounds.
- Set off the fire alarm as per a fire practice and take a roll call as normal at the muster site
- Contact Parents
- Contact Police

NB: If the child has not been found within 30 minutes, the pupil's parents are contacted and the police are then called if necessary. It may be that a pupil has gone 'missing' but has actually gone home with someone else at the end of the school day

The school will thereafter liaise with the parents and the police until the pupil is found.

### **Arrangements for when a child is not collected**

In the event of a pupil not being collected at either the end of the day or after an extra-curricular club has ended, a member of the office staff will telephone the parents to find out why they are late/have not turned up to collect the pupil. The pupil will then be supervised until such time as they are collected by the parents or an alternative arrangement is made by the parents. The school office is staffed until 6pm each day and it is expected that all pupils will be collected by that time.

In the event that the school cannot contact parents or emergency contacts, the school will care for a pupil until such a time as a parent or carer collects them or until appropriate alternative care arrangements have been made with Social care, and/or the Police, in order to maintain the pupil's safety.

### **Repeated or suspicious absences**

School registers are tracked on a weekly basis by the Heads of Year and Heads of Key Stage. The Head of Pastoral checks for unusual patterns in absences as a potential indicator of a safeguarding issue.

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### **2. Missing Persons Procedure – on a school trip**

If a child is suspected of going missing the following immediate course of action must be taken:

- Step One – Initiate a Search

Once it has been established that a pupil is missing, the teacher in charge of the trip will ensure that the remaining pupils are supervised safely and instigate a search of the area/building. At the same time, another member of staff is allocated the responsibility of informing a member of SLT by a telephone call directly to the Senior School or to the emergency contact if out of school hours. In turn, Office staff at the Senior School will be informed. The pupil's peers/friends may be questioned to see if they have any information about the whereabouts of the missing child.

- Step Two – Contact Parents and Police

If the child has not been found within 30 minutes, the pupil's parents are contacted and the police are then called if necessary.

The teacher in charge will thereafter liaise with the parents and the police and keep the Head informed until the pupil is found.

If the missing pupil procedure has to be implemented, a review of the school's arrangements will be carried out and amended where necessary.

### **Additional information**

A full report of any incident will be recorded on 3sys

If the child was not quickly found the School would inform:

1. The Chairman of Governors
2. The School's insurers

If the child is injured, a report would be made under RIDDOR to the 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.

Media queries should be referred to The Queen's School Headmistress (see Critical Incident procedures).