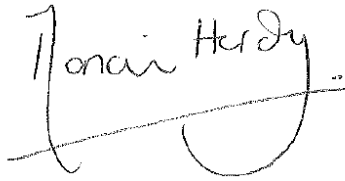


DRAYTON GREEN PRIMARY SCHOOL



POLICY and PROCEDURES WHEN A CHILD IS NOT COLLECTED ON TIME OR GOES MISSING

Committee with oversight for this policy – Full GB	
Policy to be signed off by the Chair of Governors	
Policy last ratified and adopted by Full Governing Body	Sept 2023
Policy / Document due for review	July 2024

Part 1: Procedures to be followed in the event of a child failing to collect their child at the appointed time

Part 2: Procedures to be followed in the event of a child going missing

INTRODUCTION

The welfare of all of our children at Drayton Green Primary School is our paramount responsibility. Every adult who works at the school has been trained to appreciate that they have a key responsibility for helping to keep all of the children safe at all times. Our staffing ratios are appropriate and are deliberately designed to ensure that every child is supervised the whole time that they are in our care.

All new staff receive a thorough induction into the importance of effective supervision and read Part 1 and annex B of the DfE's 'Keeping Children Safe in Education' guidance.

PART ONE: PROCEDURES TO BE FOLLOWED BY STAFF WHEN A CHILD NOT COLLECTED ON TIME

If a child is not collected within half an hour of the agreed collection time, we will call the contact numbers for the parent or carers. If there is no answer, the Teacher or a member of the office staff will begin to call the emergency numbers for this child.

During this time, the child will be safely looked after by a member of the school staff.

If there is no response from the parents' or carers' contact numbers or the emergency numbers within a 3 hour period/ when the premises are closing (or 3 hours after the end of a session for EYFS children), the Head/DSL will contact the duty officer at Ealing Social Services who 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 undertake to look after the child safely throughout the time that they remain in our care.

PART TWO: MISSING CHILD PROCEDURES

This policy is applicable to all pupils, including those in the EYFS.

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

Our 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, we would carry out the following actions:

- Take a register in order to ensure that all the other children were present
- Inform the Headteacher
- Ask all of the adults and children calmly if they can tell us when they last remember seeing the child

- Occupy all of the other children in their classroom(s) by reading to them
- At the same time, arrange for one or more adults to search everywhere in the buildings, both inside and out, carefully checking all spaces, cupboards, washrooms where a small child might hide
- Check the doors, gates for signs of entry/exit

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

- Inform the Headteacher who is also the DSL
- Ask a member of the office staff 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
- The Designated Safeguarding Lead would notify the Police and arrange for staff to search the rest of the school premises and grounds
- 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 Designated Safeguarding Lead would inform the LADO
- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care
- Inform the Chair of Governors
- 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. If appropriate, procedures would be adjusted.

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

The supervisory arrangements for outings are set out in our 'Educational Visits Policy' which complies with all guidance set out by the LA. We review this policy annually in order to satisfy ourselves that it is robust and effective.

- An immediate head count would be carried out in order to ensure that all the other children were present
- An adult would search the immediate vicinity
- The remaining children would be taken back to school
- Inform the Head / Designated Safeguarding Lead by mobilephone
- Ask the Head 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 venue/the school at once
- Contact the venue Manager and arrange a search
- Contact the Police
- The Designated Safeguarding Lead would inform the LADO
- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care
- Inform the Chair of Governors
- Inform the Educational Visits coordinator
- 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. If appropriate, procedures 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 children to ensure they understand why they should not leave the premises/separate from a group on an outing
- The Head will speak to the parents to discuss events, giving an account of the incident
- The Head will initiate a full investigation which 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 purpose of the outing], the length of time that the child was missing and how s/he appeared to have gone missing, lessons for the future.

