



Ivy House School

Missing and Uncollected Child Policy

Primary person responsible for updates to this policy: Donal Brennan

Job title: Headteacher

Last review date: September 2024

Next review date: July 2025

Circulation: This policy has been adopted by the governors and is available to parents on request. It is addressed to all members of staff and volunteers and applies wherever they are working with children.

'Parents' refers to parents, guardians and carers.



Introduction

The welfare and security of children in our school is paramount and children are supervised at all times. This policy sets out our procedures for dealing with the unlikely event of a child going missing and is applicable to all pupils including those in the EYFS.

Systems in place to minimise the risk

- CCTV Cameras are in place at the entry point to school and are monitored in the school office.
- Stringent steps are taken and regular monitoring is carried out to ensure that all entrances to the building are secure during the school day. Entry is by a fob system for staff and visitors will ring the bell which alerts the video phone in the school office.
- A member of staff is stationed on the main entry door in the morning and is vigilant should any child attempt to leave the building.
- The attendance register is taken at the beginning of the school day and at the start of the afternoon session. It is the responsibility of each staff member to be aware of how many children are present.
- Children who arrive late must report to the school office where they are recorded as late in the attendance register. Teachers must have regard of these children in the total head count of the class. This applies equally to those children who leave school during the day.
- At the end of the school day children are only released from the front entrance to a known adult. If that adult is not part of that child's family, then written permission (letter or email) or a telephone call by the parent to the school office must be received giving that adult permission to collect the child.
- Parents are required to inform the school in advance if their child is to leave with another parent or person. This system is also followed for children being collected during the day. All children leaving school before the end of the school day are recorded in the Pupil Sign Out Book.
- All children are counted when leaving the building to walk to Golders Hill Park; they are counted again before returning. All children are registered before departing for school trips, curriculum activities and sports at Brondesbury t or at Barnet Cophall Better Gym. They are registered once again before returning to school.

In the event of a child being found to be missing it is vital that prompt action is taken.

Procedure

1. The last known whereabouts of the child is established if possible.



2. The Pupil Sign Out Book is checked.
3. A search is immediately made of the surrounding area including toilets, cupboards, and other areas where a child could conceivably hide.
4. The Headteacher and all members of staff are informed.
5. The class teacher present will arrange for the other children to be properly supervised.
6. The premises are then checked thoroughly including classrooms, storage areas and all outside areas including passageways, playground, and outside storage areas.
7. Doors, gates, and CCTV records are all checked for signs of entry/exit.
8. Enquiries to be made through other adults within the school and in the immediate vicinity.
9. One or more members of staff are delegated to search local roads and the route home taken by the child.

If, after following all of the above, the child has still not been located then the following procedures are put in place:

- 1. Parents are contacted by the Headteacher.**

Once contacted, the parents should be advised to stay at home or ensure someone remains in the home in case the child arrives there. Parents are advised that the emergency services have been contacted and that a staff member is searching the route a child may take home. Parents should be asked for information of anywhere else a child may head for, grandparent, other relatives, the park etc.
- 2. Police are informed.**

Speed is essential in this situation and the police have the appropriate resources to initiate a wider search.
- 3. Alpha Plus is informed and is kept up to date with events.**
- 4. Staff must not discuss the incident with anyone who has no need to know or who might be a member of the media and under no circumstances should the name of the child be divulged to any such person.**
- 5. Legal liability should not be discussed with or admitted to anyone.**
- 6. A complete account of the incident must be recorded in the Incident Book as follows:**
 - Date, time, and location of disappearance.
 - Who was responsible for the care of the child at the time?
 - What was the child wearing?
 - Are there any distinguishing features.
 - The circumstances surrounding disappearance.
 - The time parents and other agencies were contacted.
 - The incident is to be reported under RIDDOR arrangements and is recorded in the Incident Book.
 - If the incident warrants a police investigation, then all staff must give their full cooperation.



Actions to be followed if a child goes missing on an Educational Visit

1. Ensure that the Group Leader is aware of the situation.
2. An immediate head count will be carried out in order to ensure that all the other children are present.
3. The group will stay still and keep together under the supervision of at least two adults. A minimum of two further adults will immediately start searching for the missing child.
4. If the child is still missing after five minutes, the venue staff will be informed, the school will be contacted, and the police will be called.
5. The Group Leader will be prepared to give the following information:
 - **The Group Leader's name**
 - **An account of what has happened**
 - **Name, age, and address of missing child**
 - **Time of the incident**
 - **Any special medical or learning needs**
6. The Head will contact the child's parents to inform them of what has occurred.
7. Alpha Plus will be informed and kept up to date with events.
8. The school will cooperate fully with any Police investigation and any subsequent safeguarding investigation by Children and Family Services.
9. A full report will be made under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) and recorded in the Incident Book. In certain circumstances, the HSE (Health and Safety Executive) will need to be informed but before any reference to HSE is made, Law at Work must be contacted for advice.

Conclusion

In the case of any such incident occurring, the breach of security will be identified, and all possible measures will be put in place to prevent a recurrence. The Headteacher will monitor the policy and procedures and all staff are responsible for making sure that procedures are followed at all times.

Procedures to be followed by staff when a child is 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/support staff will begin to call the emergency numbers for this child.

During this time, the child will be safely looked after.

If there is no response from the parents' or carers' contact numbers or the emergency numbers within a one-hour period, the Headteacher will contact the Social Care Duty Officer on 020 7974 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 they remain under our care, until such a time that they have 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 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.