



Park School for Girls

PARK SCHOOL FOR GIRLS MISSING CHILD POLICY INCLUDING EYFS

This policy applies to the whole school, including the EYFS

Part 1: This part of the policy deals with the procedures to be followed when a child leaves Park School for Girls

This policy should be read in conjunction with The Children Missing Education statutory guidance and Annex A (pages 51 – 53) of Keeping Children Safe in Education (September 2016).

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf

Definitions

Redbridge define Children Missing Education (CME) as:

- A child of statutory school age (5-16) living in Redbridge not on roll at a registered school, or alternative provision;
- A child who has stopped attending school in Redbridge and moved away from their last known address with their destination unconfirmed or unknown, including those young people believed to have left the UK.

The risks associated with going missing from education have been highlighted in the latest KCSIE. Staff must report to the DSL or in their absence the Deputy DSL any unexplained absences, any regular pattern or absences, any agreed absences that are prolonged and any indication that a pupil/family have a planned absence in term time that has not been approved by the school. The DSL will discuss such absences with Redbridge Social Care Services.

1. At Park School for Girls we understand that we have a duty of care to inform the authority when off rolling a child (other than at standard transmission points , for example Y6 to Y7, end of Y11) with the following information:
 - a. Pupil's full name
 - b. Full name and address of the parent with whom the pupil normally resides

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- c. At least one phone number for the parent
 - d. Pupil's future address and destination school if applicable
 - e. The grounds under regulation 8 for deleting the child from the admission register.
2. We acknowledge that it is the schools' responsibility to make reasonable enquiries to establish the whereabouts of a child missing in education **jointly** with the local authority.
 3. We acknowledge that young people who come off roll and transfer to another provision seamlessly without being referred as CME **must** also be advised to the authority. Details of these pupils should be emailed to the CME mailbox (cme@redbridge.gov.uk). This will include the name of pupil, date of birth, address, name of new school and the date that the child was admitted to the new school.
 4. In addition, schools we now notify the authority within 5 days of adding a pupil's name to the admission register (at a non- standard transmission point as above) including all the details as contained in the admission register.
 5. In addition, the following circumstances will also be reported to the local authority where the child has had:
 - Ten days of unauthorised absence (other than for reasons of sickness or leave of absence).
 - Failure to attend school regularly (see KCSIE).
 - If a child has been taken out of school to be home educated.
 - If a child has been certified as medically unfit to attend.
 - If a child is in custody for more than four months, or has been permanently excluded.

This duty arises as soon as the grounds above are met and in any event before deleting a child's name from the admission register.

In the case, of a child leaving the school when the next school is not known; the circumstance will be reported as soon as possible to the Local Authority in which the pupil lives.

6. A pupil's safeguarding file follows them from Park School to their next school and is sent separately from any other files. The file is hand delivered to a named person at the new school, using a secure and tracked postal service, where a receipt is obtained confirming its delivery. This ensures the security and continuity of the file and provides evidence of the chain and responsibility for the file. In this instance, we produce and retain a copy of the file until the new school confirms receipt of the file and that the child has attended and is on their attendance register. At this point the copy held by Park School is destroyed. When a pupil arrives at Park School from another school a separate request for safeguarding information will be made to the previous school.
7. When a child's whereabouts remain un- confirmed.

A CME referral should be made because

- initial enquiries cannot find the child and their family at the last known address, or
- The child cannot be confirmed on roll at a school or alternative provision, or
- The child/Family has left the UK

After 20 school days, If there are no identifiable concerns, the case has been discussed and agreed with the relevant Education Welfare Service provider, and a referral has been made to Redbridge CME team the pupil's name may be removed from the school roll **with the following exceptions:**

- Children who have a statement of special educational needs or and Education Health care plan.
- Children who are looked after who should be referred to the Redbridge Virtual school Head Teacher or equivalent if placed in Redbridge by another authority.

These children may only come off roll once a new education provision has been established and it is confirmed the child is attending there, irrespective of the above 20 day rule.

Regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 (Appendix 1) prescribe the grounds on which the name of a pupil of compulsory school age can be deleted from the admission register. When a pupil is deleted from the admission register the school must clearly indicate the date and the reason for removal from roll and update their management information system (MIS). We also acknowledge the need to carry out the following: the school will, within a further 15 days of the child's name being removed from roll we email Redbridge Local Authority at 'Children Missing in Education Referrals and Enquires'

Similarly where the child's whereabouts remains unknown we email Redbridge Local Authority at 'Children Missing in Education Referrals and Enquires' in order for the child to be logged in the Missing Child area.

Important Contacts

Peter Barclay or Chris Truelove on 0208 708 6047/ 0208 708 3838 /0208 708 6006 or email cme@redbridge.gov.uk.

Part 2:

This policy deals with two key areas of Safeguarding. They are:

- The procedures to be followed in the event of a child going missing from school or on a school trip.
- The procedure to be followed in the event of a parent failing to collect a child at the appointed time.

Introduction

The welfare of all our children at Park School for Girls is our paramount responsibility. Every adult who works at the school has been trained to appreciate that she or he has the responsibility for helping to keep all of the children safe at all times. Our staffing ratios follow statutory guidelines or above, and are designed to ensure that every child is supervised the whole time that she is in our care.

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 Head Teacher and School Secretary
- 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.
- At the same time, arrange for one or more adults to search everywhere within the school, both inside and out, carefully checking all spaces, cupboards, washrooms and any spaces where a child might hide.
- Check the doors and gates for any sign of entry/exit.

If the child is missing the following steps will be taken:

- Inform the Head Teacher and the Deputy Head, and the School Secretary, if a child is in the Preparatory School then the Head of the Preps should also be informed.
- Ask the Head Teacher 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 Head Teacher or School Secretary will notify the police.
- The Head Teacher or School Secretary will arrange for staff to search the school premises again.
- 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 Head teacher would inform the local Safeguarding Board.
- The school would co-operate fully with any police investigation and any safeguarding investigation by Social Care.
- The Head Teacher would inform the Chair of Governors.
- The insurers would be informed by the Bursar.
- If a child is injured, a report would be made under RIDDOR to the HSE if appropriate.

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.

ACTION TO BE TAKEN IF A CHILD GOES MISSING ON AN OUTING

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- An immediate head count would be carried out in order to ensure that all the other children were present.
- At least one adult would search the immediate vicinity.
- The Head Teacher and or designated officer will be informed by phone.
- The Head Teacher would 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/school at once.
- Contact the venue Manager and arrange a search.
- Contact the police.
- The remaining children would eventually be taken back to school.
- The Chair of Governors will be informed by the Head Teacher or Bursar
- The Insurers would be informed by the Bursar.
- If child is injured a report would be made under RIDDOR to the HSE if appropriate.
- The school will co-operate fully with any police investigation and any safeguarding investigation by Social Care.

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.

ACTION 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 Teacher will speak to the parents to discuss events and give an account of the incident.
- The Head Teacher will promise a full investigation (if appropriate involving Social Services/Local Safeguarding Board).
- Media queries should be referred to the Head Teacher, in accordance with the Crisis Management policy.
- The investigation should involve written statements from all concerned.
- 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 she appeared to have gone missing, and lessons for the future.

WHAT TO DO IF A CHILD GOES HOME ALONE WITHOUT PARENTAL KNOWLEDGE

From time to time pupils do go home when their parents expect them to be in school. As a school, we minimise the risk by ensuring that no pupil is in school after normal school hours without prior parental knowledge and permission. Any change in the arrangements for any planned activity must be verified either by a note from parents, or by phone by the teacher conducting the activity. A full list of weekly activities, and relevant contact numbers, is held in the School Office. Any occasional after- school activities, such as extra classes, cannot go ahead without prior parental notification. If students fail to attend without informing the

teacher, their parents must be contacted immediately by the teacher concerned or by the Office staff. If the pupil cannot be located, or their parents are unaware that they are not at school, subsequent actions may involve phoning the pupil, contacting friends of the pupil or other members of her form, and if necessary, calling the police. All actions would be taken with the full knowledge of the parents.

A record will be kept of all actions taken. If necessary, the details of the incident will be forwarded to the local Safeguarding Authority, after consultation with that body.

WHAT TO DO IF A CHILD FAILS TO ARRIVE AT HOME AT THE EXPECTED TIME

Sometimes parents become anxious when a child fails to return home at the appointed time, and contact the school. The school will make every effort to reassure the parent. The measures that we take will include contacting known friends of the pupil, other members of her form, staff and if necessary calling the police. All actions taken would be with the full knowledge, and if necessary, consent of the parent.

It may be the case that the pupils will have no credit on their phone, or no battery power. The school encourages pupils to learn the school telephone number and it is written in their journals so that they may contact the school in an emergency. The school will then be able to contact their parents, or relevant body.

PROCEDURES TO BE FOLLOWED BY STAFF WHEN A PUPIL IS NOT COLLECTED ON TIME

If a child is not collected within 15/20 minutes of the agreed collection time, and no prior notification of a delay has been received, the school will call the contact numbers of parents or carers. If there is no answer, the school will begin to call the emergency contact numbers for the pupil. If this occurs at the end of the school day – 3.30 p.m. – the pupil will remain in the front hall outside the school office where all pupils that have not been collected gather. Reception children will be in the School Office. The child will be safely looked after in this area.

If there is no response from the parents' or carers' contact numbers or the emergency number by the time the school is closing – 5 p.m. – the Head Teacher will eventually contact the Safeguarding Authority on:

Redbridge: 0208 708 5350 Havering: 01708 433222 Essex 0208 227 3852

Advice will be taken as to the whether emergency care should be arranged for the child. A full report of the incident will be made.

We undertake to look after the child safely throughout the time that she remains under our care.

Revised by the Head Teacher Mrs A Nicholas September 2018

Approved by Chair of Governors Mr Smith September 2018

September 2018

Date for review

September 2019

September 2018