

MISSING CHILD POLICY AND PROCEDURE FOR WHEN A CHILD IS NOT COLLECTED ON TIME

Policy area: 8 – Safeguarding
(including child protection)

Date established: February 2014

Date last revised: 6th November 2018

Date of next revision: May 2020

This policy will be reviewed in full by the Advisory Board and the Head of School on a biennial basis, or more frequently if there are changes in policy. This policy was last reviewed and agreed by the Advisory Board and the Head of School in November 2018. It is due for review in May 2020.

Signed

Daniel Jones
Chair of Advisory Board
Date: 6/11/18

Rose Threlfall
Head of School
Date: 06/11/18

Overview

Policy statement

The welfare of all students at ICS is our paramount responsibility. Every adult who works at the school has been trained to appreciate that he or she has a key responsibility for helping to keep all of our students safe at all times. Our staffing ratios are generous and are deliberately designed to ensure that every child is supervised the entire time that he or she is in our care.

Children are not allowed to leave the premises during school time without the permission of the Principal. It is possible that on some occasions a child may leave the premises without the knowledge or permission of the Principal. This could occur during a routine school day, on a local school trip or during a residential trip. This policy is put in place to ensure that every action possible is taken to ensure the swift and safe return to school of that child.

Purpose

A missing child should be an extremely rare occurrence. This policy is designed to be put into place swiftly and effectively in order for actions to be taken to locate any missing child, and to notify and involve parents and the authorities at every point.

Applicability

This policy is applicable to all ICS staff, students and parents.

Guidance from external bodies

[Keeping Children Safe in Education \(September 2018\)](#)

[Working Together to Safeguard Children \(July 2018\)](#)

[Children Missing Education \(September 2016\)](#)

[Statutory Framework for the Early Years Foundation Stage, March 2018](#)

[Tier 4: Guidance for Sponsors: Sponsorship Duties, May 2018](#)

This policy has links with our Safeguarding (including Child Protection) policy.

Access

This policy is available on request from the school offices. We also inform parents and guardians about this policy when their children join ICS, through our newsletters and our websites.

The policy is provided to all staff (including temporary staff and volunteers) at induction alongside our ICS Professional Code of Conduct.

Failure to comply

The safety of ICS students is of the utmost importance. Failure to carry out the procedure relating to this policy as required will result in intervention by the Senior Leadership Team.

Missing child policy

1 Objectives

Policy objectives to protect our students:

- a. To ensure that all children are kept safely on the school premises during school hours unless they have the Principal's permission to leave.
- b. To ensure that children who leave school during the school day only do so: i) with the Principal's permission or are ii) accompanied by an authorised adult.
- c. To ensure that the building, grounds and play areas are safe and secure during school hours.
- d. To ensure that all teachers and school staff keep the children under proper supervision at all times.
- e. To ensure that if a child 'goes missing' during the school day he/she is located quickly and returned safely to school.
- f. To ensure that if a child fails to attend school on their agreed first day of school, that the relevant authorities are informed and the School will do everything within its remit to clarify the whereabouts of the child.
- g. To ensure all children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. The School and the Local authority in which the child lives, has a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area.
- h. To ensure prompt collection of children at the end of the school day by their parents/carers. If this does not occur, care and support for the child until the parents/carers are located.
- i. A child going missing from education is a potential indicator of abuse or neglect. The School staff should follow the school's procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future.
- j. The School has put in place appropriate safeguarding policies, procedures and responses for children who go missing from education, particularly on repeat occasions. It is essential that all staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, FGM and forced marriage.

2. ACTION TO BE FOLLOWED BY STAFF IF A CHILD FAILS TO ATTEND FIRST DAY OF SCHOOL

- 2.0. All new children are placed on the School's admission register at the beginning of the first day on which the School has agreed that the child

will attend the School. If a child fails to attend on the agreed date, staff must inform the respective Principal and the Designated Safeguarding Lead without delay. The Principal and Safeguarding Lead will make every effort to try and contact the parent(s) and/or guardian(s) to ascertain where the child is. The Principal and Designated Safeguarding Lead will consider notifying the local authority at the earliest opportunity and in the case of a Tier 4 child, the School's Authorising Officer will notify UKVI through the SMS system.

- 2.1 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.

3.0 DUTY TO REPORT IRREGULAR ATTENDANCE

- 3.1 The school monitors attendance closely and will take action to address poor or irregular attendance.

The school will inform the local authority of any child 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 without permission.

- 3.2 In the case of a child holding a Tier 4 visa, the School's Authorising Officer will determine after consultation with the relevant Principal, whether or not a threshold has been reached requiring the School to refer the case to the UKVI.
- 3.3 Where a child has been continuously absent without authorisation for a period of not less than 20 school days (and there are no reasonable grounds to believe the pupil 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 child is, the school may delete the child's name from the admission register. The school will inform the local authority of such deletion no later than the time at which the child's name is deleted from the register.
- 3.4 The school also 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.

4 STRATEGIES IF A CHILD GOES MISSING FROM SCHOOL, ON AN OUTING OR ON A RESIDENTIAL TRIP

- 4.1 Our missing child procedure outlines the step-by-step approaches to be taken if a student goes missing from the school, on an outing, or on a residential trip.
- 4.2 A child going missing from education is a potential indicator of abuse or neglect. ICS follows the school's procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future.
- 4.3 ICS has put in place appropriate safeguarding policies, procedures and responses for children who go missing from education, particularly on repeat occasions. It is essential that all staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, FGM and forced marriage.

5 Missing child procedure: Specific actions to be followed by staff if a student goes missing from the school

- 5.1 Our procedures are designed to ensure that a missing student is found and returned to effective supervision as soon as possible.
- 5.2 If a student cannot be found by the teacher, the Principal **must be notified immediately and told where and when the student was last seen.** Time is of the essence and prompt actions must be taken by all.
- 5.3 The remaining children in the class will be left safe in the care of suitable staff. All other available staff will conduct a thorough search of the school and its grounds (see Appendices for search forms).
- 5.4 The Principal will call the parent/guardian to find out if they are aware of the child's whereabouts and the steps that have been actioned.
- 5.5 If the child is still not found, the Principal or a member of the Senior Leadership Team will inform the police by telephone.
- 5.6 Available members of staff will be sent to search the local area.
- 5.7 The Principal or a member of the Senior Leadership Team will notify the Local Authority that the student has gone missing.

- 5.8 If the student has been located, the Principal, police, parents and Local Authority will be notified without delay.
- 5.9 The Principal will conduct a thorough investigation into the incident and will take the appropriate action to ensure that similar events do not happen again.

6 Specific actions to be followed by staff if a child goes missing on an outing

- 6.1 The group leader takes an immediate head count in order to ensure that all the other students are present.
- 6.2 The group leader searches the immediate vicinity and if the child is not found, contacts the venue manager to arrange a thorough site search.
- 6.3 The remaining children are taken back to school.
- 6.4 The group leader informs the Principal by telephone. The Principal informs the Head of School.
- 6.5 The Principal rings the student's parents/guardians and explains what has happened, and what steps have been set in motion. The Principal asks them to come to the venue or the school at once.
- 6.6 The group leader contacts the police.
- 6.7 The school must cooperate fully with any police investigation and any safeguarding investigation by social care.
- 6.8 The Head of School must inform Ofsted if the pupil is part of the Foundation Stage.
- 6.9 If the student is injured a report must be made under RIDDOR to the HSE.
- 6.10 A full record of all activities taken up to the stage at which the student was found is made for the incident report.
- 6.11 Procedures are reviewed and, if applicable, amended in light of the incident.

7 Specific actions to be followed by staff if a student goes missing on a residential trip

- 7.1 The group leader takes an immediate head count in order to ensure that all the other students are present.
- 7.2 The group leader searches the immediate vicinity.
- 7.3 The remaining children are taken back to the residential base.
- 7.4 The group leader informs the Principal by telephone. The Principal informs the Head of School.
- 7.5 The Principal rings the student's parents and explains what has happened, and what steps have been set in motion. If appropriate, the Principal asks them to come to the venue at once.
- 7.6 The group leader contacts the Venue Manager to arrange a thorough site search.
- 7.7 The group leader contacts the police.
- 7.8 The school must cooperate fully with any police investigation and any safeguarding investigation by social care.
- 7.9 The Head of School must inform Ofsted if the pupil is part of the Foundation Stage.
- 7.10 If the student is injured a report must be made under RIDDOR to the HSE.
- 7.11 A full record of all activities taken up to the stage at which the student was found is made for the incident report.
- 7.12 Procedures are reviewed and, if applicable, amended in light of the incident.

8 Actions to be followed by staff once the student is found

- 8.1 A staff member will talk to, take care of and, if necessary, comfort the student.
- 8.2 A staff member will talk to the other students to ensure they understand why they should not leave the premises/separate from a group on an outing.

- 8.3 The Principal will speak to the parents to discuss events and give an account of the incident.
- 8.4 The Principal will conduct a full investigation (if appropriate involving Social Services/Local Children Safeguarding Board).
- 8.5 Media queries must be referred to the Principal/Head of School.
- 8.6 The investigation should involve all concerned providing written statements.
- 8.7 A report form must be completed (Appendix 3).

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

- 9.1 If a child is not collected within thirty minutes of the agreed collection time, we will call the contact numbers of the parent or carers. If there is no answer, the Principal 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 Principal will contact the Social Care Duty Officer on (office hours) 020 7641 4000; (after hours) 020 7641 2388. 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.
- 9.2 **We undertake to look after the child safely throughout the time that he or she remains under our 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 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 child protection policy and procedures detailed in its staff behaviour and Whole School Safeguarding policy.**

Appendix 1

Secondary School search form

Initial search areas for a student reported missing from ICS Secondary. If the student is not found in the vicinity of ICS, a wider search of the school and grounds will be organised and co-ordinated by the Designated Safeguarding Lead (DSL)

Tick Area searched when completed.

<p>Second Floor Havana Art resource room Islamabad Kathmandu Jakarta Freetown</p> <p>First Floor Edinburgh Science resource room Dhaka Copenhagen Nairobi Staff Toilet</p> <p>Ground Floor (Star Street) Reception Staff Room Caretaker's Storage Areas (Arches) Brasilia Boys' Toilet Girls' Toilet Courtyard/Patio Abuja and Canteen</p>	<p>66 St. Michael's Street Valetta Tripoli Staff Toilet Library Behind Fire Exit Door Diploma centre</p> <p>67 St. Michael's Street Therapy Rooms 1,2,3 Counsellor's Office Staff Toilet</p> <p>Wellington</p> <p>The Hague Head's Office Tegucigalpa Tokyo Life Skills Kitchen Life Skills classrooms 1,2 Life Skills Bathrooms 1,2</p>
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Appendix 2

Primary School search form (Wyndham Place campus)

Initial search areas for a student reported missing from ICS Primary. If the student is not found in the vicinity of ICS, a wider search of the school and grounds will be organised and co-ordinated by the Designated Safeguarding Lead (DSL).

Tick Area searched when completed.

Staffroom	Principal's Office
Student bathrooms' downstairs	First Floor classroom 1 First floor classroom 2
Art /Music Classroom & Storage room	Boys bathroom
Classroom 1	Girls bathroom
Classroom 2	Walk up back staircase
Hall	3 rd floor SLT office
Office on stage	3 rd floor Classroom 1 3 rd floor Classroom 2
Disabled toilet	Adult bathrooms at top of stairs
Reception Area	Walk down main staircase
Wellness Room	
Walk up back staircase	

Appendix 3

Missing student report form

Please print all information

Date:

Name of missing student:

Date of Birth: Age

Address

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Contact telephone number

Emergency telephone number

Child's Mobile number if known.....

Form Tutor Year group

Person reporting missing pupil

Time pupil was first missed

Place where student was last seen

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Apparent reason for disappearance, if known:

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Outcome

Student found by

Date & Time.....

Full details of location

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Visual assessment of student's health and mental state

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Any other relevant information

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Reaction of parent/guardian

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Signature of person finding the student

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NOTE: Children's Services must be notified:

1. if there is an assessed risk to the child's safety (i.e. at home), or
2. if the child is already known to Children's Services or has an assigned Social Worker.

However, in any situations where there may be questions or any doubts about a particular case it is always best practice to contact Children's Services for advice.

References

[Keeping Children Safe in Education \(September 2018\)](#)

[Working Together to Safeguard Children \(July 2018\)](#)

[Children Missing Education \(September 2016\)](#)