



**AYSGARTH SCHOOL**

**REGISTRATION AND MISSING CHILD POLICY (14b)**

**Reviewed: September 2022 and to be reviewed October 2023**

**Responsible Member of Staff: Robert Morse**

## **REGISTRATION AND MISSING CHILD POLICY**

**Mission:** to ensure that we know the whereabouts of a child at all times.

**Purpose:** to determine what should happen in the event that a child is found to be missing.

### **Registration**

Registration is taken three times a day: Before Breakfast, (Day boys/Regulars sign in with the Pastoral Deputy Head by 8.10am), Lunchtime and in the evening in the boarding house. The register is put onto the database and kept in a folder in the main office. The Pastoral Deputy Head is responsible for the checking of the register.

The Day boy/Regular boarder parent is responsible for signing the day boy/regular boarder out of school on an evening, either at the end of the school day at 5.30, or when their evening activity finishes. The member of staff on duty for that evening will check the day boy sign out register to ensure all day boys have been signed out. On the occasion where the boy has not been signed out the parent will be contacted after the end of activities ie at 8.10pm.

On a Saturday, any boy signing out will do so with their parents, with the member of staff on duty.

Any unauthorised absences are to be dealt with in the following way:

1. The school secretary will ring the parent or guardian to confirm the whereabouts of the child concerned.
2. If no explanation is given then it is recorded on the register as an unauthorised absence.
3. The Pastoral Deputy Head is responsible for monitoring the unauthorised absences on a repeated basis and when necessary contacting outside agencies, eg Children's Social Care, Police, and where there is a concern of a child/children going missing from education/radicalisation, 'Channel' will be contacted.
4. The school will inform the local authority (where the child is resident) when a pupil's name is to be deleted from the admission register on the following grounds:
  - When the child has been taken out of school to be home educated
  - When the family has moved away
  - When the child has been certified to be medically unfit to attend
  - When the child is in custody for more than four months
  - When the child has been permanently excluded.

The school will notify the local authority when they remove or add a pupil's name to the admissions register at non-standard transitions, i.e. where a compulsory school-aged child leaves the school before completing the school's final year or joins a school after the beginning of the school's first year.

## MISSING CHILD POLICY

### **Steps to go through:**

1. Check when the child was last recorded as being present in the register.
2. Check the weekend list/weekend signing out book and check if the child has gone home.
3. Did the child tell anyone where he was going or what he was doing?  
Check who saw the child last: teacher/matron/boys/other children.
4. Inform the Headmaster and/or Senior Deputy Head.
5. Conduct search:
  - a. in immediate locality
  - b. within building
  - c. in grounds
  - d. in immediate locality
6. Ring Fire Alarm and conduct roll call
7. Alert parents.
8. Decide when to alert police and seek assistance.
9. Depending on circumstances and decision taken in (8), seek assistance of police in search.
  - a. how many hours of daylight remain? If less than 2 hours, advise police immediately
  - b. is there a past history of the boy running away or going missing? Where did he go?
  - c. Have any strangers been seen on the premises?
10. Review incident, make record and review policy.

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

In the event of a pupil (Boarder, Weekly, Regular or Day Pupil or child in the Pre-Prep including EYFS) is not picked up by their parents at an Exeat, Half Term break, end of term or end of the school day the following course of action should take place.

1. A member of staff phones the parents to see if there has been a problem and to ascertain an arrival time. All Parents' landline and mobile numbers are on the database.
2. Make sure the child has had some food and drink and that he/she stays within the school premises or is under the supervision of a member of staff. In the Pre-Prep, the child will be placed into after school care in the first instance.
3. If the member of staff cannot contact the parents they keep trying until they succeed.
4. A member of staff will look after the pupil until the parent or relative comes to collect them.
5. If the pupil is to be collected by someone other than a parent, then permission must be sought from the parent. If the adult collecting the child is not known to the pupil or member of staff, then the parent must ensure that the adult carries and shows the agreed ID to the member of staff.
6. The pupil must sign out with the member of staff concerned and it will be recorded in the child's file.
7. If a child in the Pre-Prep (including EYFS) has not been collected at the end of after school club and attempts to contact his / her parents have been unsuccessful, the child will be cared for by the Pre-Prep/Prep staff until collected or until 8pm when, if they have not been collected by this stage, they will be handed into the care of the Headmaster and his wife. If the Headmaster and his wife are off the premises, the Senior Deputy Head and his wife (who works in the Pre-Prep) will be called upon to care for the child. If such a situation arises when both the Head and Deputy Heads are unavailable, Jo MacLelland (Prep Teacher, Member of Management Team) will look after the child in the Headmaster's house. These arrangements will continue until alternative care arrangements have been agreed with the parents or social services.

## **Procedures for Pre-Prep**

### **Registration**

Children in the Pre-Prep, including those in EYFS are registered at the start of the morning and afternoon sessions. The registers are kept in the school office and entered into the school database.

Any unauthorised absences are to be dealt with in the following way:

1. The school secretary will ring the parent or guardian to confirm the whereabouts of the child concerned.
2. If no explanation is given then it is recorded on the register as an unauthorised absence.
3. The Pre-Prep secretary/registrar is responsible for monitoring the unauthorised absences on a repeated basis and for passing this information onto the Headmaster; when necessary he will contact outside agencies, eg Children's Social Care, Police, and where there is a concern of a child/children going missing from education/radicalisation, 'Channel' will be contacted.
4. The school will inform the local authority (where the child is resident) when a pupil's name is to be deleted from the admission register on the following grounds:
  - When the child has been taken out of school to be home educated
  - When the family has moved away
  - When the child has been certified to be medically unfit to attend
  - When the child is in custody for more than four months
  - When the child has been permanently excluded.

### **Missing Child Procedure for Pre-Prep, including EYFS**

During each session, staff maintain a high level of supervision and know the location of pupils in their care. In the unlikely event that a child is unaccounted for, the following procedure will be put into action:

#### **When a child is identified as missing, inform the Headmaster (or his deputies designate).**

1. Identify when the child was last seen - location and with whom (either using register, interviewing staff or other children)
2. Did the child tell anyone where he was going or what he was doing?
3. All available Pre-Prep staff conduct search in the immediate locality of the Pre-Prep.
  - within building
  - in grounds
4. Inform the Headmaster and/or Senior Deputy Head.
5. Who will in turn contact all ground staff, maintenance staff and available teaching staff to conduct a search of Prep School grounds.
6. Immediately following this phone call, ring Fire Alarm and conduct roll call
7. Alert parents.

8. Decide when to alert police and seek assistance..
9. Depending on circumstances and decision taken in (8), seek the assistance of police in search.
  - a. how many hours of daylight remain? If less than 2 hours, advise police immediately
  - b. is there a past history of the boy running away or going missing? Where did he go?
  - c. Have any strangers been seen on the premises?
10. Review incident, make record and review policy.

RJ Morse September 2022