

Date: April 2023
Review: April 2025
Responsibility: SMT (JD)



DAME ALLAN'S SCHOOLS MISSING OR UNCOLLECTED CHILD POLICY

PROCEDURE FOR WHEN A PUPIL IS MISSING

All pupils are registered prior to the first lesson in the morning. Registration is taken again after lunch. Lesson registration is taken each period in the Senior School on iSAMS. A list of absentees is held in the Junior and Senior School offices and is available on iSAMS. Therefore, for the purpose of this policy, the term MISSING refers to a pupil being not present without authorisation or explanation. On occasions when a staff member identifies a pupil as missing from their expected location, immediate action is required as outlined in the procedures below. A pupil may be identified as missing:

- After an absence at morning registration is not confirmed by the office staff's contact with home
- By comparing pupils in a class with the day's absence list (on iSAMS)/ lesson registration (Senior School)
- On reconciliation with the afternoon registration
- By a report of a missing child by a fellow pupil

Any member of staff discovering a discrepancy should immediately try to ascertain a pupil's whereabouts by asking other class members if they know where the pupil is and checking trip/fixture information. If there is any degree of uncertainty a member of staff will notify the relevant School office who will:

Contact and check with staff such as the Form Teacher or Head of Year to assess whether the absence is expected, the School Nurse to check the sick bay, Snug, counselling appointments or medical emergencies, the Drama and Music departments for a scheduled LAMDA or music lesson. They will also check there are no public transport difficulties, and re-check all lists of trips out of school and the signing-out book at Reception.

If the pupil is still found to be missing, the school office will immediately:

- Inform the VP (Pastoral) and/or the Director of Pupil Wellbeing/Heads of Schools in the case of senior pupils; the Head and/or Deputy Head of the Junior School in the case of the Junior School or the Head of Early Years in the case of an Early Years pupil.
- A search of the premises will be organised.
- If the pupil is not found by these means, and within 15 minutes of the start of the search, we will obtain a senior school pupil's mobile phone number from a peer and attempt to contact them in this way.
- The child's parents will be contacted at the same time in order to determine whether the child has been collected for an out of school appointment.
- If following these actions the child is still missing, the police will be contacted in consultation with the parents.

If a child appears to be lost during after school provision and has not been signed out of school the following actions will be taken:

- One of the supervisors will inform a member of the management team who will search the premises along with the supervisor. In the case of a senior pupil, efforts will be made to contact the child using their mobile phone or home phone number.

If the child is not found by these means, and within 15 minutes of the start of the search the parent(s) will be contacted to determine whether the parent has collected the child without signing the child out.

If these means do not determine the child's whereabouts, the police will be contacted.

In both circumstances, the Schools are aware that contacting parents in such circumstances can cause great anxiety, but the overriding concern is the pupil's safety and wellbeing.

If the pupil is found, or the incident is otherwise resolved, those involved in the incident will be directly informed by the School office. The police will be informed if they have been involved.

If the incident is considered serious, with a risk of harm to the pupil, the circumstances will be discussed at a senior level and a review of policy and procedure will be undertaken. A senior member of staff involved will discuss with the pupil and the pupil's parents the events surrounding the disappearance and support or sanction will be considered as appropriate.

UNCOLLECTED CHILDREN

Formal childcare provision ends at 5.45pm on each day of the week. If any child remains uncollected at this point the following procedure will be implemented:

- Parents/guardians will be contacted to establish the reason why the child has not been collected. A note will be made of the name of the pupil concerned, along with the date of the problem.
- If the reason is a delay (traffic, etc), the supervisor will advise whoever is on their way to collect the child that they will need to be collected from the school foyer/reception area.
- Any children still in school at 5.45pm will be escorted to the foyer/reception area by the supervisor, who will then inform a member of the management team of the situation and likely length of delay.
- Senior management will ensure the child is not left alone on the premises until the school cleaners lock and alarm the building at 6.30pm. **BEYOND THIS TIME THE CHILD CANNOT REMAIN ON THE PREMISES.**
- If the child has not been collected by the time the building is locked, they will be taken to the school gates to await collection. A member of teaching/support staff will stay with them until they are collected by their parent/guardian.
- If contact cannot be made with parents or an alternative emergency contact then social services will be contacted.
- Under no circumstances will a member of staff take responsibility for transporting a child home.

If any child is not collected by 5.45pm twice in the course of a half-term, the Schools will inform the parents/guardians that the after school service is likely to be withdrawn following any further infringement.

The lead after school care supervisor will inform a member of the senior management team of the name of any pupil falling into this category so that a letter can be sent home.

The Schools reserve the right to withdraw the after school care facility from any parent/guardian who persistently fails to collect their child(ren) and may also need to contact Social Services in such circumstances. If any parent/guardian is aware of problems they face which may lead to non-collection, they should inform the Schools at the earliest opportunity and alert the school to a possible problem.

N.B. Any child in the after school care provision at the senior school on Parents' Evenings who has not been collected by 5.45pm will be taken to the foyer to wait while parents finish their consultations or will be supervised by a senior member of staff in the Dining Hall should numbers require that.

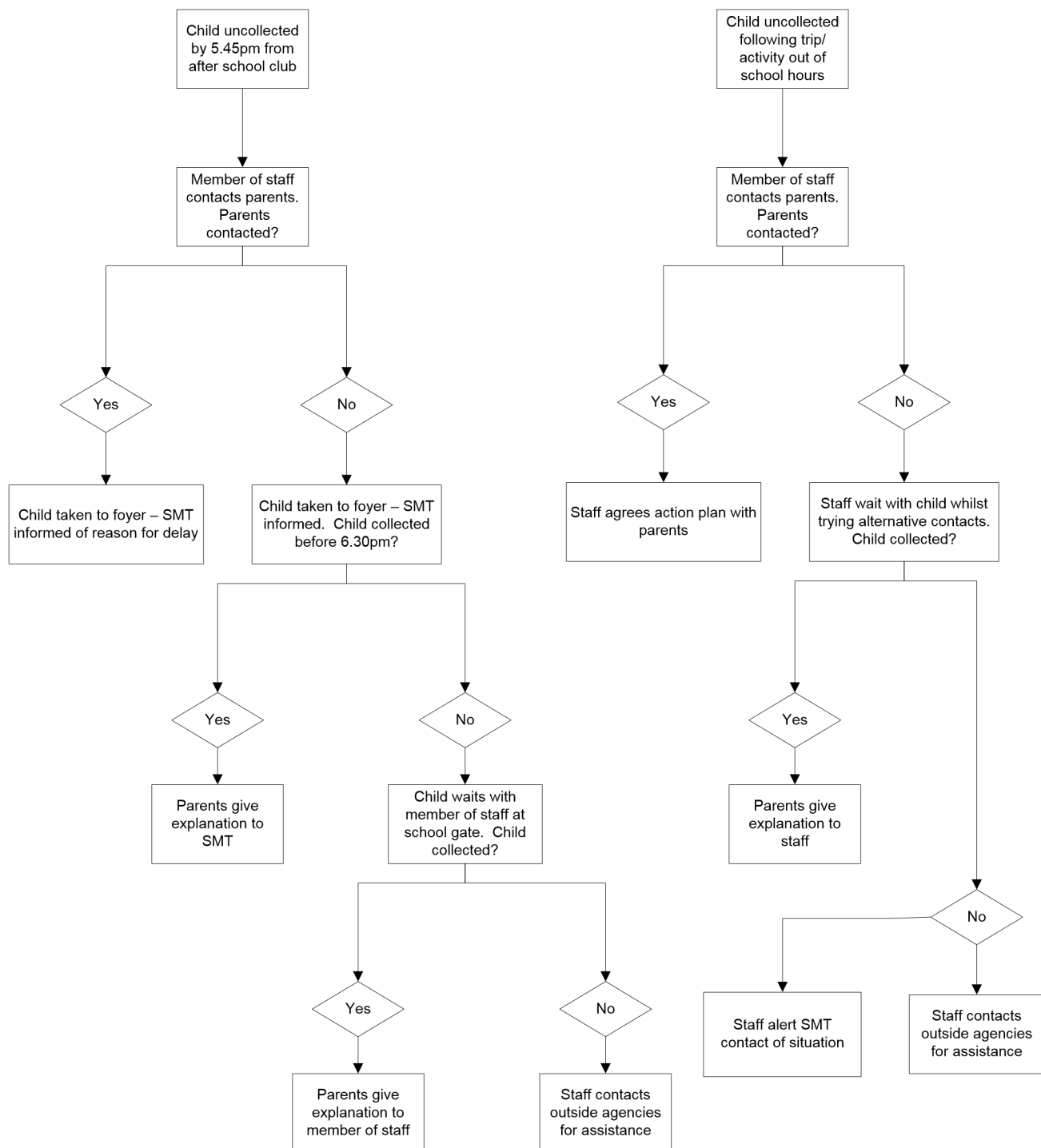
If any child who has not made arrangements to travel home independently remains uncollected following:

- An event or activity in school that finishes after 5.45pm
- An event or activity out of school that returns to school after 5.45pm
- An event or activity taking place off site.
- An event or activity at a weekend or in the school holidays.

The supervising member of staff will remain with the child and attempt to contact parents and/or emergency contacts.

If contact has not been made within (30 minutes) of the agreed collection time then the member of staff will contact social services for assistance. Under no circumstances will a member of staff take responsibility for transporting a child home.

Uncollected Child Policy



Please see the Safeguarding and Child Protection Policy for the contact numbers of Social Services (contact the child’s local authority)

In case of emergency, call the police on 999