



Weaverthorpe C.E. Primary School

Missing Child and Late Collection Policy

Adopted by: IEB

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Introduction:

At Weaverthorpe C.E. School, we actively work to provide a secure, safe environment, where children want to come to enjoy learning with others as part of a caring community. We recognise that it is highly unlikely that a child will try to abscond from our school, but this policy is written to ensure we are ready to deal with this eventuality should it occur.

This policy sets out our procedures for dealing with the unlikely event of a child going missing or when a child has not been collected.

This policy also documents the procedure if a child is not collected from school at the end of the day and guidance for children walking or cycling to/from school.

School Hours & Parental Responsibility

Morning 8:45am to 12 noon

Afternoon 1pm to 3:15pm

Morning break is usually 10:30 to 10:45am.

The Foundation Stage children of Nursery age are in school from 8:45am to 11:45am, five mornings a week. Children in Reception to Y6 start their day from 8.55am.

It is the responsibility of parents to ensure they provide correct and updated contact information on a timely basis and know the procedures for handover & collection of their child at the beginning and end of sessions.

Children who walk should use the school path and where necessary cross the road in front of the Blue Bell. Bikes and scooters should not be ridden up or down the school path at the start and end of the school day as it is unsafe for people that are walking on the path at the same time.

Parents who bring and collect children by car should NOT use the staff car park. This is for staff only and is a right of way access to the School House. And must be kept clear at all times. Parents are also asked not to park on the hill; we have been repeatedly advised by the police that this is too dangerous. Please park at the bottom of the hill near the Blue Bell and use the path.

Procedures Aimed at Reducing Risk of a Missing Child:

Start of the school day:

- The school will ensure parents are fully aware of the points at which responsibility for the care of their child passes from staff to them and vice versa.

- There are clear procedures for welcoming children into school. The school bell will ring at 8:55am for the children to line up on the playground. The teachers will then escort the children into school. The playground will be supervised from 8.40am. Parents are requested no to bring their children to school before this.
- In poor weather, the doors will be open from 8:45am so that the children can come straight into their classrooms.
- If children arrive at school after 8.55am, they should report to the school office.

During lesson time:

- Staff mark registers promptly and accurately – morning and afternoons and return them to the school office.
- All staff must ensure that the external gates to any outside area are closed and bolted when children are playing outside.
- If children leave the classroom to work in other parts of the school, the class teacher will ensure that adequate supervision is maintained at all times and all children are accounted for on return to the classroom.
- Updated contact information for parents/carers is sought and maintained.

During playtime and lunchtime:

- Duty staff will be on the playground at all times
- External gates remain closed and bolted
- Staff patrol all areas throughout the session ensuring visibility of the whole play area

At home time:

- Parents are requested to wait at the far end of the playground
- The class teacher will ensure that children are collected by their parent/carer or from another responsible adult as agreed with the school.
- Children who have written permission to go home alone will be released by their teacher.

Educational visits:

- Thorough risk assessments and adequate staff/children ratios (at least following national guidance and often in excess of this) are provided when children leave the school premises
- Permission from parents is obtained as specified in the school's Educational Visits Policy
- Mobile telephones taken on every visit and mobile contact numbers left at school.

After School Clubs:

- Thorough risk assessment in place.
- A register of children will be taken
- Parents should provide contact numbers and details of who will collect their child(ren).

Absconding

Roles and Responsibilities:

The Headteacher (or deputising teacher in their absence) is responsible for all decisions made when a child is missing from school.

The class teacher or the teaching assistant (if working independently with the pupil) is responsible for caring for the child (until the child leaves the premises). They will be responsible for seeking additional help if this is felt to be necessary.

Parents / carers of pupils are responsible for supporting the work of the school by encouraging their children to adhere to all school procedures and policies.

Once school has informed the parents that their child is missing, parents and carers are responsible for actively supporting the school with the subsequent procedures and actions. This could include coming to school to help secure the safety of the child after he/she has absconded as well as meeting with the Headteacher in order to agree subsequent actions.

A child appears to be missing while at school

If a pupil is suspected of leaving the school site without permission: -

- The member of staff will alert the Headteacher or, in their absence, the deputising teacher.
- If the child appears to be missing but there is no evidence that he/she has left the site, a quick but thorough search of the site will be conducted before the parents/police are informed and the search widened.
- If there is no doubt that the pupil has absconded, the school will contact the pupil's parent(s)/carer(s) to inform them and call the police. Staff will not chase the pupil as this could lead to the pupil wandering further afield, acting impetuously, or causing a traffic accident. However, professional judgement will

be deployed, and consideration given to the age of the child, the given situation and the relationship between the child and adult.

- If the child is within an easy distance of the school, staff will not engage in conversation with the child as he/she might be in a distressed state and unable to act in a controlled manner but will remain with the child/alert other staff members to the pupil's location. Parents will be called to come to school if required. If absolutely necessary, staff would use positive handling techniques to keep the child safe and return them to the school premises.
- If the pupil returns of his/her own volition, parent(s)/carer(s) will be informed. The police will be informed if there has been damage to school &/or neighbouring property

Procedure to be Followed by Staff When a Child is Not Collected on Time

The following will be published on the school website & included in the new starter packs provided to parent/carers.

Guidance for parents/carers in the event of a parent/carers not arriving to collect their child at the end of the school day

As a parent/carers, it is your responsibility to ensure that your child is collected at the end of the school day.

Please ensure that the school has up-to-date telephone numbers to contact you in an emergency.

- If you are unexpectedly delayed and are unable to collect or will be late collecting your child from school, please contact the school immediately on 01944 738280.
- If you arrange for another adult to collect your child, you must let the school know the details of that person.
- If you are unable to arrange for another adult to collect your child then the school will look after your child under supervision in the school entrance.

If a parent/carers does not arrive to collect their child at the end of the school day and the school has not been made aware of alternative arrangements, school will take the following steps:

- The teacher will bring the child/children inside and ensure they are supervised.
- A member of staff will check with the office whether the parent/carer has telephoned and left instructions or an estimated time of arrival.
- If no contact has been made by the parent/carer, the school will attempt to contact the parent/carer and the emergency contact by telephone.
- Where appropriate, a member of staff will sensitively ask the child whether there is a reason that could account for their parent/carer being late.
- Where appropriate, a member of staff will ask the child if they have any additional contact information.

- School will continue to try and contact the parent/carer and the emergency contact/s.
- If you or an identified adult have not arrived by 4 pm or 45 minutes after an extracurricular activity to collect your child and no other family members are contactable, the school will contact the Customer Service Centre (Children's Social Care).

APPENDIX 1 - Procedure when parents fail to collect a child or when a child goes missing

The following child has not been collected/is missing:

Name of Child

DOB

Address

Tel No

Name of parent/carer

For child not collected:

Date & time child should have been collected

Name of person who should have collected the child

For child gone missing:

Date, time & location of disappearance

Who was responsible for caring for the child at the time he/she disappeared?

What was the child wearing?

Any distinguishing features?

Circumstances surrounding disappearance.

Duty Social Worker informed for child not collected (date/time)

Parents contacted Yes/No

What happens next?

Signed

Date