

# **ST. AMBROSE PREPARATORY SCHOOL**



## **MISSING AND UNCOLLECTED CHILD POLICY**

**AUTUMN 2021**

**Reviewed: July 2023**

**This policy has been written in consultation with staff and governors of St. Ambrose Preparatory School and with due regard to the school's mission statement:**

At St Ambrose we aim to provide an independent Catholic education for boys and girls of all faiths aged 3 to 11; St Ambrose is an inclusive school where the Gospel teachings and our school values are at the centre of everything that happens in our school family. At St Ambrose we strive to develop happy, fulfilled, well educated, confident and caring children who know and understand the love, joy and peace of Jesus; and to show our Faith by the way we live, showing care and consideration for each other, those around us and the environment.

### **Our Vision**

Our Vision is to be an exemplar Edmund Rice School, with an enviable reputation amongst our peers, both as an organisation and for the services and facilities we provide, making us first choice for parents and pupils in our geographic area.

### **Our Ethos & Values**

At St Ambrose we provide a Catholic school community in which pupils feel welcome, safe, recognised for their individuality – supported by a community of love, and affection. We strive to live the Gospel in all aspects of school life and policy, following Blessed Edmund's footsteps.

## **Missing/Uncollected Child Policy (including those in EYFS)**

The Governing Body of St. Ambrose Prep School understands its regulatory responsibilities and will maintain an effective oversight of this policy, by evaluating its effectiveness, and reviewing and implementing change.

The welfare of all children at St. Ambrose Preparatory School is our paramount responsibility and priority and all staff are aware of the importance of keeping all children safe at all times.

The staffing ratios at St. Ambrose Preparatory School are appropriate and in line with statutory regulations, and are designed to ensure that all pupils are supervised whilst in the school's care.

The school playgrounds are surrounded by secure fencing and gates and doors are security protected. During school hours, visitors to school must announce themselves via an external intercom system and use the designated approach and entrance. Visitors into school must sign the appropriate register and wear a visitor's badge. As they leave visitors are asked to sign out and return the badge. Necessary checks are made of all visitors.

Procedures at the beginning and end of the school day aim to keep all pupils safe and reduce the risk of a child going missing.

**Our current procedures are listed as follows:**

### **Before the Beginning of the School Day**

- All children are supervised on the main playground from 8.30 a.m. until the start of the school day at 8.50 a.m.
- In inclement weather all children are directed to the school hall where they are supervised.
- Children who attend OK Mum, Out of School Childcare Breakfast session, attend from 7.45 am and are supervised by staff belonging to the Out of School Club.

- At the end of Breakfast Club the children are supervised and escorted to the appropriate school locations.

### **During Lunchtime (12:00 – 13:15)**

- All children have the choice of a hot lunch.
- The children are supervised in the hall by Lunchtime Assistants and the Head or a member of the Senior Management Team. At approximately 12.20 p.m. the children are dismissed from the hall and either go out to play or to one of the supervised Clubs.
- Children in Nursery and Reception eat their lunch in the hall and are supervised by a Lunchtime Assistant. The children are then escorted to the playground and supervised during lunchtime play.
- Children who attend lunchtime activity clubs or music lessons are supervised by the staff responsible for the clubs

### **At the End of the School Day (15:00 – EYFS and Infants, 15:15 – juniors)**

St Ambrose Preparatory School takes the necessary steps to safeguard and promote the welfare and well-being of its children and this includes ensuring the safe collection of pupils during, and at the end of the school day.

In order to facilitate this, the following points will apply:

- Early Years and K.S.1 children are escorted to the playground by their teacher where they are collected by their parents or nominated adult.
- K.S.2 children leave the building by the main door and by the side door, to be collected by their parents or nominated adult, from the main play area. Teachers escort the children outside and ensure children are collected by their nominated adult.

- Children who are not collected at the due time come back into school and supervised whilst their parent/guardian are contacted using database information. They do not wait in the school playground.
- Children who attend after school extra curricular activities go to the member of staff responsible for the activity. Staff have a list of children who have signed up for the activity, and a register is taken.
- Children who travel on the school buses are taken to the bus stop by a member of staff.
- Children who are registered for after school care are collected from their classrooms by members of staff from OK Mum, Out of School Childcare.
- Children who are registered for the after-school care facility and have not been collected at the end of the day sit inside the school building, whilst a member of staff contacts their nominated adult. The member of staff then waits with the child until they are collected.
- Only those persons who are authorised to collect a child will be able to do so. If a parent telephones to state that, because of an emergency, an 'unnamed' person will be collecting the child, that parent must give the name, address and a physical description of the 'unnamed' person. The teacher/practitioner will check the description before permitting the child to leave.
- Should an 'unnamed' person arrive at the school to pick up a child, the teacher/practitioner will telephone the child's parents to verify the details of the 'unnamed' person and confirm that it is the parent's wish that the child is to be collected by this person.
- If any person, including a parent, who has come to collect a child gives reason for the school to be concerned, (for example, is obviously under the influence of alcohol or drugs, is under 18 years of age or is emotionally unstable), other named persons, listed on the Personal Details Form, will be contacted. If this fails, the police will be contacted.

### **Uncollected child:**

- Having taken all reasonable steps to contact an 'uncollected' child's parents and then the named persons on the Personal Details Form, to no avail, Social Services will be contacted in order to protect the child. If the child has not been collected by 17:00 and we have had no contact from a nominated adult, contact would be made to Children's services.
- Under no circumstances should a member of staff offer to drive a child home or take a child to the member of staff's home.
- The school would, of course take further advice and support from the police, should the need arise.

### **REGISTRATION**

A class register is taken at the beginning of the school day and at the beginning of the afternoon session. Parents are requested to telephone school if a child is not able to attend the day's session, before school begins. If there is no notification, then school will contact the parents of those children who have been marked absent in the register.

Pupils who have external appointments during the school day must be signed out and signed in when they return. This register is kept in the School Secretary's office and recorded on Sims.

Please also refer to the School's Attendance Policy.

### **ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING FROM SCHOOL:**

Our procedures are designed to ensure that a missing child is found as soon as possible. If a child was found to be missing the following actions would be employed:-

- 00 Member of staff realises a child is missing
- 01 min Member of staff informs the school office who informs the head or DSL or most senior member of staff on site

- 03 mins Take a register in order to ensure that all the other children were present.
- Ensure that all other children are kept calm and safe.
- 04 mins Ask adults and children if they can say when they remember seeing the child.
- 04 mins Head and available staff Check thoroughly the area and all small spaces, cupboards, toilets washrooms where a child might hide.
- 04 mins Office staff check doors, gates (& CCTV) for signs of entry/exit.
- 05 mins Head to arrange for staff to conduct a wider search of premises and grounds.
- 05 mins If the child's house is within walking distance, a member of staff to set off on foot to attempt to find the child.
- 15 mins missing - Inform parents of what has happened, what action has been taken, and ask them to come to school.
- 20 mins missing Head to inform Police.
- Head to inform Chair of Governors.
- Head to inform Insurers 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.

## **ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING ON AN OUTING**

- Immediate head count taken to ensure all the other children were present.
- An adult to search immediate vicinity.
- Ensure child has not returned to any agreed rendezvous point
- Contact venue manager and arrange a full search.
- Inform Head and/or DSL by mobile phone.
- Contact Police
- Head to inform parents

- The school would co-operate fully with any police investigation and any safeguarding investigation by Social Care.
- Inform Chair of Governors.
- The Insurers would be informed.
- (If the child is injured) A report would be made under RIDDOR to the HSE.
- Remaining children taken back to school.

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 BY STAFF ONCE THE CHILD HAS BEEN FOUND**

- Talk to, take care of, and if necessary, comfort child.
- The Head to talk to parents to discuss events and give an account of the incident.
- The Head will conduct a full investigation
- The investigation should involve all concerned providing written statements.
- The report should be detailed covering: time, place, staff-pupil ratio, when the child was last seen, what appeared to have happened (the purpose of the outing), the length of time the child was missing and how he/she appeared to go missing, lessons for the future.
- Ensure procedures are amended, if necessary, to prevent a reoccurrence
- Ensure staff training is updated if necessary
- Staff to speak to all children to ensure they understand why they should not leave the premises/separate from a group on an outing.

We at St. Ambrose Preparatory School undertake to look after the children's safety throughout the time that he or she remains under our care.

This policy will be reviewed regularly in order to satisfy that all procedures both preventative and action, are robust and effective.