



Wakefield Grammar Pre-Preparatory School

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Consultation	Lynne Butler, WGPPS Deputy Head. Director of Finance and Operations
Checker Person Name / Title Quality Assurance	Penny Plumpton, Governor
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VALIDITY – Policies should be accessed via FireFly to ensure the current version is used.

CHANGE RECORD - REVIEW PERIOD ANNUALLY

Version	Date	Change details
V1.00	Sept 2021	Created; Emma Gill, WGPPS Head.
V1.01	June 2023	Reviewed and updated by Emma Gill, WGPPS Head.
V1.02	April 2024	Reviewed by Emma Gill, WGPPS Head.

To be published on the following:

Staff shared	X	School website	X
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WGPPS Missing Child Policy

1. Policy Statement

Every effort is made to ensure the safety and security of children whilst they are in our care at school. This policy sets out our procedures for maintaining safety and dealing with the following events:

1. A child going missing from the school site
2. A child insisting on leaving the premises
3. The abduction of a child
4. A child going missing whilst on an external visit
5. Concerns regarding attendance and prolonged periods of unauthorised absence

2. Responsibilities

- It is the Head's responsibility to ensure that all relevant staff are aware of this policy, what is expected and the procedures to follow, and to ensure that the policy is reviewed on a timely basis.
- It is the responsibility of all staff to read the policy and act at all times according to its guidance, ensuring pupils remain safe.
- It is the responsibility of parents to ensure they provide correct and updated contact information on a timely basis and know the procedures for hand-over of their child at the beginning and end of the school day.
- It is the responsibility of Governors to ensure they are aware of the school's procedures and to challenge/support the school in its review of this policy.

3. Actions / routines to reduce the risk of children going missing when on the school site

- To prevent a child going missing all children are registered electronically twice a day, at the start of the School day and after lunch.
- Each pupil who arrives at school is supervised from 7.45am and registered at 8.45am.
- Staff maintain the appropriate high level of supervision throughout lessons and are aware of the location of the children in their care at all times. If pupils are taken out of the class for interventions or other activities this must be communicated to the class teacher who has the overarching responsibility at that time.
- During break times and lunchtime, the staff and midday supervisors on duty have responsibility for knowing the locations of the pupils.
- At the end of the School day, pupils are collected from the School playground.
- If no approved adult is there at normal pick up time, the child will be placed into after-school care (ASC), known as 'Hoots', which remains open until 6pm. If the relevant adult has not arrived to collect their child by 3.40 p.m., and the parents have not informed the office or ASC that they are delayed, every effort is made by the school office staff/ASC staff to contact the parents. The child remains in ASC until collected.
- If a child is expected in ASC but does not attend, ASC staff will check with the class teacher to see if the child was dismissed to the parents, or if they are attending an extra-curricular activity. They will then attempt to make telephone contact with parents to ensure that the child has been collected.
- If it is not possible to contact parents, other family relations will be contacted to ascertain the child's whereabouts.

- If it is not possible to ascertain the whereabouts of the child, a member of the SLT should be contacted and a decision made as to whether the police should be contacted.
- When a child is collected from School during the School day, whether due to illness or a pre-arranged appointment, they must always be collected from the School Office so that a note may be made on the registration system to record the fact that they are no longer on premises.
- Pupils are not allowed to leave the School premises on their own during the course of the School day.
- Any visitors to the School are recorded arriving and leaving. Parents who come to School during the School day are requested to report to the School office.
- See the *Supervision Policy* for further detail.

4. Procedures if a child is noticed to be missing (on-site)

In the event of a member of staff fearing that a child has gone missing while at school:

4.1 If a child has gone missing from the school site

- The member of staff will take a register, establishing which child is missing.
- The member of staff who noticed the missing child will check with the School Office immediately as to whether the child has another commitment, e.g. external appointment, etc. and inform a member of the SLT of the situation.
- Staff will maintain the safety and well-being of other children, taking into account their supervision.
- A member of the Senior Leadership Team will be contacted and organise other available staff to support a search of the immediate vicinity and school grounds, including places at which the child was last seen, tracing the routes that they may have taken and asking other children what information they have as necessary.
- A thorough check of all exits should be made to ensure all gates/doors were locked/bolted and there are no other ways a pupil could have left the school. If something is discovered this needs to be drawn to the attention of the staff immediately.
- This search should take an appropriate amount of time - thorough checks done with a sense of urgency
- If the child has not been found after these searches, the Head should be contacted (if not already aware) and the School Office will contact the police and the parents (unless there are reasons connected with the child's welfare which indicate that this should not be done.)
- This phone call should usually only occur once appropriate and urgent checks and searches have been carried out as set out above, but in the event of a serious concern about a missing child, then the police and parents should be contacted immediately.
- If the missing child has any special medical or learning needs then these need to be noted, to be disclosed to police or other agencies.
- Once the police arrive all relevant information about the child will be given. The police will then take over the search.
- A detailed written record of the incident and any action taken should be made as soon after the incident as practicable and placed in the pupil's confidential record by the Head or member of the leadership team (dependent on who dealt with the incident).

4.2 If a child insists on leaving the premises:

- If a child insists on leaving the premises with the knowledge of the Staff and cannot be persuaded by them to stay on premises, every effort will be made to restrain the child to prevent this and parents will be contacted immediately.

- If it is thought that the child may be a danger to themselves or others then reasonable force to return the child to the School premises should be used.
- If appropriate, and enough staff are available to enable one to leave the premises with a mobile phone, they will follow and observe as to where the child is going.
- If there are not enough staff to leave the premises to observe the child, a member of the SLT may decide the child is unsafe and call the police.
- A detailed written record of the incident and any action taken should be made as soon after the incident as practicable and placed in the pupil's confidential record.
- The Head should be informed throughout this process.

4.3 Abduction of a child:

This procedure is to be used where it is known that a child has been abducted by a third party, or where there are reasonable grounds to believe/suspect this.

- Ensure all remaining children are safe, cared for and that the area is secure. If not, move to a secure area.
- Ring the Police immediately.
- Evaluate the situation and challenge if felt appropriate and safe to do so.
- Contact Head and telephone the child's parents
- Gather and record as much evidence as possible – witness statements and information linked to the abduction.
- Report of the incident made to ISI & Ofsted.
- Report the incident to Wakefield Safeguarding Children Partnership (Social Care Direct) on 0345 8 503 503, LADO – 01977 727032

5. Actions/routines to reduce the risk of children going missing when on excursions off-site

- When there is a trip off the School premises then it is the responsibility of the staff taking the trip to ensure that a regular register is taken or head count made. How this operates will depend on the nature of the trip, the mode of transport used and the location of the trip (see *Educational Visits Policy*).
- When on excursions off the school premises, staff will implement strategies to maximize the safety and security of the children in accordance with the school's *Educational Visits Policy*.
- Full risk assessments are carried out and a list of all the children's names is carried by the trip leader.
- Where the children are split into smaller groups, a specific member of staff will have responsibility for the children in their group
- Appropriate staff/pupil ratios for the age of the children and the purpose of the trip or activity will be upheld.
- The number of children is checked regularly by frequent headcounts and roll calls.
- Children must be briefed before setting off regarding the importance of staying with the group leaders and reminded to encourage each other to keep with the group.
- Children must be instructed what to do in the unlikely event of being separated from the group. This will vary depending on the visit.
- Where possible, children should wear school uniform/kit on educational visits to ease identification of lost children and to be easily identifiable in a group.

6. Procedures if a child is noticed to be missing (off-site):

In the event of a member of staff fearing that a child has gone missing while away from the school site:

- The member of staff will take a register, establishing which child is missing.

- As many adults as is appropriate should start searching the immediate vicinity for the child. Staff will maintain the safety and well-being of other children, taking into account their supervision.
- The Group Leader should contact the school to alert them, in line with the Educational Visits Policy and the school must inform the Head or next most senior member of staff on site at that time.
- This search should take an appropriate amount of time - thorough checks done with a sense of urgency
- If the child has not been found after these searches, the Head should be contacted (if not already aware) and the School Office will contact the police and the parents (unless there are reasons connected with the child's welfare which indicate that this should not be done.)
- This phone call should usually only occur once appropriate and urgent checks and searches have been carried out as set out above, but in the event of a serious concern about a missing child, then the police and parents should be contacted immediately.
- If the missing child has any special medical or learning needs then these need to be noted, to be disclosed to police or other agencies.
- The search for the missing child should continue until the police arrive.
- Once the police arrive all relevant information about the child will be given. The police will then take over the search.
- Consideration should be given to the physical and emotional welfare of the remaining pupils.
- A detailed written record of the incident and any action taken should be made as soon after the incident as practicable and placed in the pupil's confidential record.

7. After the event

When the situation has been resolved, the Head and SLT will review the reasons for this event happening and revise measures if necessary.

8. Procedures related to attendance and prolonged periods of unauthorised absence:

Schools have a legal duty to report certain attendance issues to their Local Authority. These include:

- a) Ten days of unauthorised absence (other than for reasons of sickness or leave of absence). First day calling is in place.
- b) Failure to attend regularly
- c) Deletion from the school register when the next school is not known
In this last case, independent schools are required to report the circumstances as soon as possible to the LA in which the pupil lives.

9. Persistent Absentees

In addition to the duties listed above, a pupil becomes a persistent absentee if he/she has missed 15% or more of school for any reason and has an attendance of below 85%. If this occurs, the school will invite parents/carers in to discuss the situation, and referrals may be made to the Local Authority.

For all cases, whether abduction or missing child, no comment should be made to the Press at any point.

Important Numbers:

Dial 9 for an outside line if using a school phone:

Police – 999

Head – ext: 266

Deputy Head – ext: 266