

## Missing and Uncollected Pupils Policy

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## **1 Policy Statement**

Birkdale School is committed to the safeguarding of its pupils and undertakes to safely look after any pupil who is not collected from school at the appointed time.

The welfare of all pupils in the school is our paramount responsibility. Every adult who works at the School has been trained to appreciate that he or she has responsibility for helping to keep all of the pupils safe at all times.

The School will make every reasonable effort to contact the parents (or other nominated carer) but if there is no response from any of the contact or emergency numbers provided to the school, the school will contact one of the Designated Safeguarding Leads (DSL) or their Deputies who will then become responsible for providing emergency supervision arrangements for the pupil. This may involve contacting Sheffield Safeguarding Hub or the Police.

The School is sympathetic to the parent/guardian of a pupil who, in exceptional circumstances, is unable to collect the pupil at the appointed time.

## **2 Uncollected Pupils – including EYFS**

These procedures are intended to ensure that pupils at Birkdale School are looked after safely in the event that a pupil is not collected at the appointed time. Procedures will vary according to the age and maturity of the pupil and the time of day, but under no circumstances will the supervising member of staff undertake a search for the parent/guardian. A member of staff may only take a pupil home if accompanied by a DSL or Deputy in circumstances when a parent or guardian or designated carer is at home to meet them.

If for any reason, a pupil is uncollected at the end of any normal school day (3.30pm for EYFS and KS1, 3.50pm for KS2 and 3.45pm for Senior School) we will provide reassurance and follow this procedure:

In the Pre-Prep department, Matron will look after a pupil (whose parents have been unavoidably delayed) in the Reception area until 3.50 pm. Pupils not collected by 3.50 pm will be taken to After School Care where they will be supervised until 6.00pm. Similarly in the Prep department, Matron will look after a pupil in the Reception area until 4.10 pm before being taken to After School Care. Pupils in After School Care are supervised until 6.00 pm. In the Senior School, the pupil will be looked after in Reception until 4.00 pm following this they will be taken to Homework Club, based in the library where they will be supervised until 5pm. During this time, parents/carers will be contacted by a member of staff.

Ratios for all the above scenarios are carefully monitored by the Heads of the Prep and Senior School, and Staff are put into place if necessary.

After making every reasonable attempt to contact the parents (or other nominated carer) and if there is no response from any of the contact or emergency numbers provided to the school, the school will contact the relevant Designated Safeguarding Lead (DSL) or Deputy DSL who will then become responsible for providing emergency supervision arrangements for the pupil. In the event that the

relevant DSL or Deputy DSL is unavailable an alternate DSL or Deputy DSL will assume responsibility or, in their absence, the most suitable member of staff available, including the Head, Head of Prep, Head of Pre-Prep or Head of Early Years.

During After School Care in the Prep School or Homework club in the Senior School every effort will be made to contact parents/carers/'other contacts'. If no contact has been made and no message received by 6.30pm, in consultation with the Head or the Head of the Prep School as relevant, the DSL or Deputy DSL on duty will contact Sheffield Safeguarding Hub 0114 273 4855 or the Police on 101.

Staff may agree with parents, once contact has been made, that an uncollected pupil may be sent home independently. Staff will make a judgement based on the age and maturity of the pupil and may use the school's contracted Taxi Company.

### **3 Missing Pupils**

#### **3.1 Registration**

Registration takes place every morning in tutor groups and subsequently **at the start of every lesson in the Senior School**, and during the first teaching period after lunch. If a pupil arrives late for school they should sign-in with the School Secretary. The School Secretary should contact parents of pupils for whom the School has no reason for absence and ascertain the reason for their absence. In the first instance all absences in school should be reported to the School Secretary, who will immediately check up on known appointments, music lessons or attendance with the Matrons. If the School Secretary is unable to confirm the whereabouts of the pupil then the Deputy Head should be notified.

As soon as it becomes apparent that a pupil is missing the following procedure should be followed.

#### **3.2 Unexplained Absence Procedure**

##### **3.2.1 Actions to be taken if a pupil goes missing from the School**

- Take a register in order to ensure that all the other pupils are present. The School Office should be informed to check that the pupil is not off-site for a legitimate reason. In the Senior School an email should be sent to the missing pupils email address which includes all the key pastoral staff.
- Inform the Head of Prep, Head and DSL or Deputy DSL as appropriate
- Ask all of the adults and pupils calmly if they can tell us when they last remember seeing the pupil.
- Occupy all of the other pupils in their classroom(s).
- At the same time, arrange for one or more adults to search everywhere within the School, both inside and out, carefully checking all spaces, cupboards, washrooms where a pupil might hide.
- Check the doors and gates for signs of entry/exit

### **3.2.2 Actions to be taken if the pupil is still missing**

- The Head of Prep, Head and DSL or Deputy DSL will arrange for staff to search the rest of the school premises and grounds.
- If the pupil has a mobile phone and we have access to their number, it will be called.
- The Head of Prep, Head and DSL or Deputy DSL will ring the pupil's parents and enquire if the parents know where the pupil might go. For EYFS pupils we would contact parents after 15 minutes. For older pupils we would contact parents after 30 minutes.
- If the pupil's home is within walking distance, a member of staff will set out on foot to attempt to catch up with him/her in the event the pupil has decided to go home.
- The Fire Alarm may be used as a means of getting a full roll call.
- If the pupil still has not been found after a suitable period of time, dependent on the situation, the Head of Prep, Head and DSL or Deputy DSL will notify the Police.
- The Head of Prep, Head and DSL or Deputy DSL would inform the Sheffield Safeguarding Hub.
- The School will co-operate fully with any Police investigation and any safeguarding investigation by Social Care.
- The Head will inform the Chair of Governors.
- Ofsted will be informed if this has happened to an Early Years pupil.
- The insurers will be informed.
- If appropriate, procedures would be adjusted.

### **3.2.3 Actions to be taken if a pupil goes missing on a trip**

- An immediate head count will be carried out in order to ensure that all the other pupils are present.
- An adult will search the immediate vicinity and contact the venue manager to arrange a search.
- The remaining pupils will continue the activity if appropriate, with the remaining members of staff.
- In addition to taking the appropriate action, as detailed on the risk assessment the member of staff in charge of the School party should contact The Head of Prep, Head and DSL or Deputy DSL to inform them of the situation.
- The Head of Prep, Head and DSL or Deputy DSL will ring the pupil's parents or nominated carer and explain what has happened, and what steps have been set in motion.
- If the pupil is still not found after a suitable period of time, dependent on the situation, the Head of Prep, Head and DSL or Deputy DSL will notify the Police.
- The Head of Prep, Head and DSL or Deputy DSL will inform the Sheffield Safeguarding Hub.
- The School will co-operate fully with any police investigation and any safeguarding investigation by Social Care.
- The Head will inform the Chair of Governors.
- Ofsted will be informed if this has happened to an Early Years pupil.
- The Insurers will be informed.
- If appropriate, procedures would be adjusted.
- Once the pupil is found it is important to make contact again to call off any search.

### **3.2.4 Actions followed once a pupil has been found**

- Talk to, take care of and, if necessary, comfort the pupil.
- Speak to the other pupils to ensure they understand why they should not leave the premises/separate from a group or an outing.
- The Head of Prep, Head and DSL or Deputy DSL will speak to the parents to discuss events and give an account of the incident.
- The Head of Prep, Head and DSL or Deputy DSL will conduct a full investigation taking written statements from all the staff present at the time. The incident report will detail:
  1. The date and time of the report
  2. What staff/pupils were in the group/class
  3. When the pupil was last seen in the group/class and the time it is estimated that the pupil went missing.
  4. A full record of all activities taken up to the point at which the pupil was found will be made for the incident report.
  5. How the pupil appeared to have gone missing.
  6. Lessons for the future
- Media enquiries should be referred to the Head of Prep or the Head
- A conclusion is drawn as to how the breach of security happened and, if appropriate, procedures (including risk assessments and training) may be updated.

## **4 Children Missing From Education**

The school will inform the local authority immediately if they intend to remove a pupil from the admissions register if they have:

- Been taken out of school for home education
- Moved too far away to travel to school
- Health problems that prevent their attendance before ceasing to be of compulsory school age
- Had a custodial sentence of over 4 months
- Been permanently excluded

The School will also inform the local authority of:

- Any pupil who fails to attend school regularly
- Has been absent without permission for 10 schools days or more

### **Children Missing from Education Team**

Level 5, Moorfoot, S1 4PL, Tel: 0114 2736462 Fax: 0114 2735470

Email: [ed-missingchildren@sheffield.gov.uk](mailto:ed-missingchildren@sheffield.gov.uk)

## **5 Review and Development**

### **5.1 Procedure**

This document, together with the effectiveness of it, is reviewed annually by the Senior Management Team and as events or legislation change requires.

### **5.2 Links with other Documents**

This policy should be read in conjunction with the following documents:

- Health and Safety Policy
- Safeguarding and Pupil Protection Policy
- Educational Trips Policy