

# MISSING CHILD POLICY – Senior School

## (Including Non-Collection of Pupil Arrangements)

This policy applies to the Senior School, years 7-13, at The Queen's Senior School.

### Aim

The safety and security of the children at The Queen's School is paramount. Every care is taken to ensure that pupils are accounted for at appropriate times through the school day.

This policy should be read in conjunction with the Safeguarding policy, the Supervision of Pupils policy and the Educational Visits policy.

### Other relevant policies

The Queen's School safeguarding policy

Education visits policy

Critical incident policy

- Normal School Routine

Each pupil who arrives at school is registered between 08:50 and 09.05 during form time. Pupils who are not going to form time sign in at reception. Office staff check attendance during period 1 using the registers submitted on 3sys and the signing in sheet at reception. The Office staff also notes absences submitted by parents. The Office staff follow up with teaching staff where a pupil is unaccounted for.

Registers are taken during all teaching periods via 3sys. This must be completed at the very start of the lesson. If a child is not present, the teacher or cover teacher must contact the school office. Some pupils may have a peripatetic music lesson during a timetabled lesson but they are instructed to register with their subject teacher first before going to their lesson.

- Education visits

For further details please see the Educational Visits handbook.

When on excursions away from the school premises, staff implement strategies to ensure the safety and security of the children in accordance with the school's Trips Policy. Full risk assessments are carried out by staff leading the trip. A list of all the children's names, contact details and medical details is carried by the trip leader and the children are organised into groups according to the proper staff/pupil ratios for the age of the children and the purpose of the trip or activity.

- Sport Fixtures

February 2023 CLJ

# MISSING CHILD POLICY – Senior School

## (Including Non-Collection of Pupil Arrangements)

For sports fixtures within school hours, sports staff inform the office who is attending the fixture.

Outside of school hours, sports staff use a Firefly form to inform the school office of who is attending the fixture.

<https://queens.fireflycloud.net/forms/out-of-hours-fixtures-senior-school>

They also repeat this when they are returning to school to advise who is on the bus.

Forms are approved by either the Headmistress or Head of Pastoral. These forms are also received by the school office.

### 1. Pupil missing from the school grounds

Immediately a child is suspected of going missing a member of SLT must be alerted and co-ordinate appropriate action to locate the missing pupil. This may be because they have failed to attend a lesson or activity where they were expected.

A suggested course of escalated actions is shown below but is not prescriptive;

1. Ask friends if they know where the missing pupil is
2. Call the pupil's mobile phone number. This could be via the office or ask one of the pupil's friends to call.
3. Send a message to all staff via email and/or Firefly to notify them of a potential missing pupil and ask for anyone with knowledge to contact the school office immediately
4. Initiate a search involving available members of staff from the teaching and operations team to undertake a systematic and thorough search of specific areas as directed by the co-ordinating member of SLT and may include a search of the area around the school grounds. Normal areas to be searched includes;
  - The main building
  - All toilet facilities in all buildings
  - Stanley Place
  - The Science block
  - The Gym
  - The languages block
5. Set off the fire alarm as per a fire practice and take a roll call as normal at the muster site

# MISSING CHILD POLICY – Senior School

## (Including Non-Collection of Pupil Arrangements)

6. Contact Parents - If the child has not been found within 30 minutes, the pupil's parents are contacted, and the police are called if the whereabouts of the pupil are still not ascertained.

7. Contact Police

The school will thereafter liaise with the parents and the police until the pupil is found.

### 2. Failure to collect

The school expects parents to be punctual in collecting their child from school at the end of each day or when returning from an educational visit or sports fixture, etc... However, we recognise that issues can arise that result in a delay. It is the parent's responsibility to notify the school office of any expected delay, where the delay occurs within normal office hours (until 6pm). If the delay occurs outside of office hours, it is expected that parents will either directly contact the accompanying teacher or their child.

On a normal school day, if a child is not collected at 3.45, they will be put into after school club. After school club ends at 6pm and parents must make appropriate arrangements to ensure their child is collected or leaves site by that time (as is appropriate to the age of the child). If a child is not collected by 6pm, the school office will endeavour to contact the parent or emergency contacts listed on file. Any child on site after the school office has closed should remain seated in the reception area. A member of the Senior Leadership Team must be informed. This would be the Headmistress in the first instance, and in her absence, the Deputy Head or Head of Pastoral or another member of senior staff. The member of SLT will then decide upon the next course of action, which may include contacting iART. It is likely that a member of SLT will return to site to oversee the next stages of care of the child. Instances of failure to collect will be recorded. Frequent occurrences or those without a valid explanation may indicate safeguarding concerns and be dealt with accordingly.

Staff will not;

- take the child home with them
- transport the child home unless with the express consent of the parent
- go in search of parents/carers.



# **MISSING CHILD POLICY – Senior School**

## **(Including Non-Collection of Pupil Arrangements)**

### **3. Reporting and record keeping**

A full report of any incident will be recorded on 3sys

If the child was not quickly found the School would inform:

1. The Chairman of Governors
2. The School's insurers

If the child is injured, a report would be made under RIDDOR to the HSE.

A full record of all activities taken up to the stage at which the child was found would be made for the incident report.

Media queries should be referred to The Queen's School Headmistress (see Critical Incident procedures).