

ST. AMBROSE PREPARATORY SCHOOL



POLICY ON MISSING/ UNCOLLECTED CHILD

SPRING 2017

Review: Spring 2019

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 Preparatory School, we strive together to do our very best and to make this a safe, happy place, with Christ the centre of all we do.”

St. Ambrose Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

St. Ambrose Preparatory School is a Catholic School, which was founded by the Christian Brothers and is a place where the staff and governors work to bring the Gospel values into all areas of School life and where prayer, worship and liturgy are seen as meaningful experiences.

St. Ambrose Preparatory School upholds fundamental British values and encourages respect for all people.

St. Ambrose Preparatory School recognises its legal duty to work with the Local Safeguarding Children's Board acting on behalf of children in need or enquiring into allegations of abuse.

We recognise that pupils have a fundamental right to be protected from harm and require a secure environment in order to learn effectively.

St. Ambrose Preparatory School's Safeguarding Children Policy follows the guidelines laid down by Trafford Council's Safeguarding Children's Procedures and "Working Together to Safeguard Children"(2015) and " Keeping Children Safe in Education"(2016) (KCSIE) and Prevent Duty Guidance (March 2015).

Missing/Uncollected Child Policy (including those in EYFS) (staff are notified of regular ISI updates)

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

- All Junior and Reception children are asked to bring a packed lunch to school and are supervised in the hall by Lunchtime Assistants, Headmaster or a member of the Senior Management Team. At 12.20 p.m. the boys are dismissed from the hall and either go out to play or to one of the supervised Clubs.
- Children in Pre-Prep and Reception have their packed lunch in their own classroom 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

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.
 - 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 supervised until the bus arrives.
 - Children who travel on the Warrington mini-bus wait in the playground until it arrives.
 - 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 are sent to the Out of Hours Kids Club.
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- 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 the person 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.
 - 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.

- 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.

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:-

- Take a register in order to ensure that all the other children were present.
- Ask adults and children if they can say when they remember seeing the child.
- Check thoroughly the area and all small spaces, cupboards, toilets washrooms where a child might hide.
- Check doors, gates (& CCTV) for signs of entry/exit.
- Inform the Headmaster and CP Officer.
- Inform parents of what has happened, what action has been taken, and ask them to come to school.
- Headmaster to arrange for staff to conduct a wider search of premises and grounds.
- Headmaster to inform Police.
- If the child's house is within walking distance, a member of staff to set off on foot to attempt to find the child.
- The school would co-operate fully with any Police investigation by Social Care.
- The Child Protection Officer would inform the local Children's Safeguarding Board.
- Headmaster to inform Chair of Governors.
- Headmaster to inform ISI.
- Headmaster to inform Insurers.
- A report would be made under RIDDOR to the HSE (Health & Safety Executive).
- Ensure that all other children are kept calm and safe.

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.
- Contact venue manager and arrange a search.
- Inform Headmaster and Child Protection Officer by mobile phone.
- Inform parents.
- Contact Police.
- Child Protection Officer to inform local Children in Safeguarding Board.
- The school would co-operate fully with any police investigation and any safeguarding investigation by Social Care.
- Inform Chair of Governors.
- ISI would be informed.
- 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 Headmaster to talk to parents to discuss events and give an account of the incident.
- The Headmaster will conduct a full investigation (if appropriate involving Social Services/Local Children Safeguarding Board).
- 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.
- 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.