



Cherry Tree
EDUCATION

CHERRY TREE SCHOOL CHILDREN MISSING FROM EDUCATION POLICY

DATE AGREED / REVIEWED: SEPTEMBER 2017, SEPTEMBER 2018, SEPTEMBER 2019, SEPTEMBER 2020, SEPTEMBER 2021

DATE OF NEXT REVIEW: SEPTEMBER 2022

HEADTEACHER SIGNATURE:

MANAGEMENT COMMITTEE CHAIR SIGNATURE:

ALL STAFF MUST HAVE ACCESS TO THIS POLICY, AND SIGN TO CONFIRM THAT THEY HAVE READ, UNDERSTOOD AND WILL ADHERE TO ITS CONTENTS.

Cherry Tree Children Missing from Education Policy

Introduction

At Cherry Tree the safety and welfare of our pupils is of the utmost importance. All staff should be aware of their responsibilities regarding pupil safety, including what to do if a pupil goes missing from school supervision or when a pupil is not collected from school by their parent/carer. This policy lays out the procedures that should be followed in the event of either occurrence.

Responsibilities

Management Committee members

Will ensure that they are aware of the school's procedures and challenge and support the school in the annual review of this policy and through termly updates in meetings under Safeguarding.

All Staff and Volunteers

All staff will ensure that they understand the procedure to be followed in the event of a missing pupil. The Designated Safeguarding Lead will review this policy annually and ensure any changes to policy and procedures are ratified by the Headteacher.

Allocated staff will ensure that attendance register is promptly and accurately completed according to school procedure.

Parents/Carers

Cherry Tree will ensure that they have up-to-date contact information including emergency contacts for all pupils on roll.

Allocated staff will ensure that handover and collection of pupils where relevant particularly where there may be safeguarding issues or concerns including parental responsibility follow school Safeguarding procedure.

Staff will ensure when taking pupils out of the school building both staff and pupils are signed out and school office staff are informed of time of leaving, destination and time expected to return to school.

Procedures aimed at reducing risk of a Missing Pupil

- School registration starts at 9.30am. After this time allocated staff will wait and report pupils late arrival to school office.
- Any pupil not in school by 10am, the school office will make contact with the parent/carer to ensure they are at home (possibly ill).
- Staff mark registers promptly and accurately morning and afternoon and are kept in the school office.
- If pupils leave the classroom to work in other parts of the school, the staff must ensure that adequate supervision is maintained at all times and all pupils are accounted for on return to the classroom.
- Allocated staff monitor all areas in the playground throughout the session/break.
- Allocated staff are to monitor all areas throughout the school and lunch area during lunch and breaks
- The majority of pupils travel home in vehicles. At 2.30pm all pupils are called individually when the allocated staff member knows their transport is waiting. All pupils will be watched entering the appropriate vehicle.

Educational visits:

- Risk assessments and adequate staff/pupil ratios are provided when pupils leave the school premises.
- Permission from parents/carers is obtained generically at the beginning of each academic year and specifically for each trip where that visit is not covered in global permissions.
- Mobile phones are allocated and taken on every visit and all numbers are recorded on all other phones in case emergency contact is needed.

Procedures in the event of a pupil going missing

If pupils leave the school building or leave from an off site activity the procedures in the Absconding Policy must be followed. See separate Absconding Policy.

Pupil Not Collected:

The school will ensure that it is aware of all pupils who are collected by a parent, carer or designated adult, if they are not collected by LA transport or travel to and from school independently.

The following general principles should be adhered to by all parties:

- Parents/carers who know they are going to be late must inform the school office in advance.
- On occasions when a pupil is due to be collected by someone other than their parent/carer or normally authorised person, parents/carers must inform the school office.

In the event of a pupil not being collected at the end of the day, the following procedures will be activated:

(A member of staff will look after the pupil safely throughout the time that he or she remains under our care)

- If a pupil is not collected within 10 minutes of the agreed collection time, a member of staff will call the parent/carer or designated adult to determine the situation.
- While waiting to be collected, the pupil will be supervised by a member of staff.
- If a pupil has not been collected by 3pm the Designated Safeguarding Lead must be informed and a decision taken as to whether Social Services need to be called.
- If all attempts to contact a parent/carer, designated person or emergency contact fail then the Designated Safeguarding Lead or person in charge at the time should inform the Local Authority Social Services department of the situation without delay.
- The Duty Social Worker will take charge of the situation and decide what happens next, including whether the police need to be involved in helping to trace the parent/carer of the pupil.

Other Protocols

- A record of a Missing Pupil, in any of the above examples, will be recorded and kept with the Designated Safeguarding Lead.
- Staff should not transport pupils alone in their own cars unless absolutely necessary and only with the permission of the Headteacher / School Operations Manager.

**This policy will be reviewed annually by the Headteacher and or the
Management Committee**