

MISSING CHILD AND PUPIL NOT COLLECTED ON TIME POLICY



THE GRANGE
SCHOOL

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MISSING CHILD AND PUPIL NOT COLLECTED ON TIME POLICY



Policy Statement

This is the policy of The Grange School regarding missing pupils and pupils not collected on time at the end of the school day. The welfare of all of our children at The Grange School is our paramount responsibility. Every adult who works at the school has been trained to appreciate that they have a key responsibility for helping to keep all of the children safe at all times and to promote maximum attendance. Our staffing ratios are generous and are deliberately designed to ensure that every child is supervised according to their age and needs during the time that they are in our care.

This is a whole school policy including the Early Years Foundation Stage.

In all matters relating to child protection the school will follow the procedures laid down by our own (or where appropriate the relevant child's) Safeguarding Children Partnership, together with DfE guidance contained in Prevent Duty Guidance (under s29 of the Counter-Terrorism and Security Act 2015), "Working Together to Safeguard Children" (WT) and "Keeping Children Safe in Education" (KCSIE) – updated September 2025

This policy is intended to act as a guide for all teachers, parents and pupils.

Aims of the Policy

The aims of the policy are:

- To provide and maintain a safe and secure environment for our pupils
- To outline the roles and responsibilities of the different people throughout the School Community.
- To ensure that there are plans in place for missing and uncollected children
- Provide a framework for reporting high absence levels – internally and to external agencies (Channel Procedures)

Other Relevant Policies

In reading this policy you should also consider and consult the following policies:

- Supervision of Pupils – Junior School Policy
- Supervision of Pupils – Senior School Policy
- Educational Visits Policy – Guidelines for Teachers
- Educational Visits – EYFS Policy
- Educational Visits Policy
- Welfare and Safeguarding Policy

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Review Dates and Approval

To ensure the effectiveness of the policy, it will be closely monitored and will be formally reviewed and revised in light of any legislative or organisational changes.

This policy is reviewed by the Education & Safeguarding Committee and then approved by the full board of Governors (including the Chair of Governors and the Head(s)).

Last reviewed: May 2025

Next review: May 2027

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Introduction

The welfare of all of our children at The Grange School is our paramount responsibility. Every adult who works at the school has been trained to appreciate that they have a key responsibility for helping to keep all of the children safe at all times. Our staffing ratios are deliberately designed to ensure that every child is supervised according to their age and needs.

Registration

Senior School

	<u>Morning</u>	<u>Afternoon</u>
Time of registration	8:45am	1:10pm
Teacher registering	Form tutor	Subject teacher

All registers are completed electronically using the iSAMS system. Instructions for completion of registers is found on Firefly under the 'How to Guides'. If, for whatever reason, there is a problem with the electronic entry of the register details, a copy of each register is placed in tutors' pigeon holes to be completed and returned to the main office immediately.

If a student is in school but unable to attend registration e.g. lateness, dental, appointment, peripatetic lesson, the pupil goes straight to reception to confirm attendance before going to the scheduled appointment. In addition to this, staff complete an electronic register on iSAMS during Periods 1-5 as an added measure of ensuring accurate information within the register.

In the case of absence from school, parents are asked to ring school or send an email via the school attendance address if their child is absent on the morning of the first day of absence to explain their absence. The receptionist will take calls/listen to all telephone messages from parents who have reported their children absent for that day. They will then enter the register and mark, with the appropriate code, the reason for the absence. The Fire Register will be printed. At 9:30am, a text message will be sent to parents of any pupil who has not presented for registration / been to the Office to sign in / been reported by a parent as not attending. We then await contact from the parent to confirm they are aware of the absence and to provide us with the reason for it. At this point the relevant Pastoral lead will enter the reason in the register. If no such message is received from the parent, a further message will be sent at 10:30am. If this has no effect, the relevant Pastoral Lead will telephone parents.

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Form Teachers monitor punctuality and late arrivals within one half term period will be addressed by engaging with the parents and using the school disciplinary procedure. Form Teachers will alert Pastoral Leads regarding unexplained absences and iSAMS produces an automatic updates on pupil attendance.

Letters from parents should be treated as confidential and given to the attendance officer within the office for recording and placing on the students file. If a pupil is absent for three days without any notification from parents, the pastoral lead should phone the parents.

Permission for absence for medical reasons may be given by form teachers; all other requests for leave must go to the Head of the Senior School. Pupils who are absent without leave must be reported to the Pastoral Lead. The Pastoral Lead uses iSAMS to monitor attendance information about their students and the impact low attendance is having on progress.

Any notification from a parent (e.g. change of address, change of family circumstances) should be noted and passed to the Data Manager for records to be updated.

Each half-term, the office will run an absence report for the Deputy Head (Pastoral) and, where levels of attendance fall below 90%, these will be assessed for further action with the relevant Pastoral leads.

Note: In all school cases where a high level of absence is identified with no apparent underlying reason (health, compassionate circumstance, etc.) a risk assessment will be undertaken and then appropriate next steps taken, with Safeguarding (including Prevent) in mind. Where a risk is identified, the school's Designated Safeguarding Lead may refer, if necessary, through to the relevant local authority channels.

Junior School

At the Junior School registration is carried out electronically using iSAMS. Instructions for completion are to be found in our Staff Handbook and Firefly. Form Teachers register their forms at 8:50am – 9:00am and again at 1:05pm (KS1) and 1:35pm (KS2). Pupils arriving late (or attending extra-curricular practices) must sign in at the Main Reception before going to their classroom.

If a pupil is absent, a letter or email from the parent or note in the diary explaining the absence must be given to the Form Teacher on the day of their return so that the school is able to maintain its attendance records. Letters/emails from parents should be treated as confidential and once logged, be held by the Form Teacher until the end of the academic year.

After the completion of registers, if there are unexplained absences (i.e. no messages received), the Receptionist will contact parents to confirm reasons for absence and inform relevant colleagues, making notes on iSAMS if appropriate. If a pupil is absent for three days without any

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notification from parents, the Form Teacher will phone the parents and flag this with the Deputy Head, Pastoral Care.

Lists of absent children with reasons for absence codes will be posted on the Staff Room noticeboard each morning. Permission for absence for medical reasons may be given by Form Teachers; all other requests for leave must go to the Head of the Junior School via the Head of the Junior School's PA. Pupils who are absent without leave must be reported to the Head of the Junior School.

Any notification from a parent (e.g. change of address, change of family circumstances) should be noted and passed to the Data Manager for records to be updated.

Each half-term, the Head of the Junior School's PA will run an absence report and, where levels of attendance fall below 90%, these will be assessed for further action.

Note: In all school cases where a high level of absence is identified with no apparent underlying reason (health, compassionate circumstance, etc.) a risk assessment will be undertaken and then appropriate next steps taken, with Safeguarding (including Prevent) in mind. Where a risk is identified, the school's Designated Safeguarding Lead may refer, if necessary, through to the relevant local authority channels.

Actions to be followed by staff if a child goes missing from the school

Senior School

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child was found to be missing, we would carry out the following actions:

- Take a register in order to ensure that all the other children are present;
- Ascertain whether the child concerned has another commitment, e.g. drama lesson, music lesson, external appointment, receiving support in Pupil Support- check with the school office and with the child's class;
- Ask all of the adults and children present in the missing child's class if they can tell us when they last remember seeing the child;
- The child's friends will be asked whether or not they have any information, including about the child's state of mind;
- Arrange for one or more adults to search the immediate premises/grounds (a member of SLT will be available at all times). In particular, carefully check all school toilets;
- Inform the relevant Form Teacher and Pastoral Lead.

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If the child is still missing, the following steps would be taken:

- Inform the Head and the Designated Safeguarding Lead;
- Ask a member of SLT to ring the child's parents/guardian and explain what has happened, and what steps have been taken;
- Staff will be asked to widen the search to the rest of the school premises and grounds;
- If the child's home is within walking distance, a member of staff should set out on foot/by car to attempt to catch up with them;
- The Deputy Head (Pastoral) should contact the police if it is believed that the child has left the school site/or if they child has been missing for over an hour;
- The Designated Safeguarding Lead would inform the Safeguarding Children Partnership;
- Inform the Chair of Governors;
- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care;
- 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.

Junior School

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child was found to be missing, we would carry out the following actions:

- Take a register in order to ensure that all the other children were present;
- Ascertain whether the child concerned has another commitment, e.g. drama lesson, music lesson, external appointment - check with the Main Office and if possible with the child's Form Teacher;
- The child's friends will be asked whether or not they have any information, including about the child's state of mind;
- Ask all of the adults and children calmly if they can tell us when they last remember seeing the child;
- All of the other children to remain in their classroom(s) under staff supervision;
- 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 small child might hide;
- Check the CCTV, doors, gates for signs of entry/exit;
- Inform the relevant Key Stage Leader If the child is still missing, the following steps would be taken:
- Staff will be asked to widen the search to the rest of the school premises and grounds;

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- Inform the Head of the Junior School and the Designated Safeguarding Lead (DSL);
- Ask the DSL to ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the school at their earliest opportunity;
- If, after 30 minutes, the child is not found, The Head of the Junior School would notify the Head of the Grange School and the Police;
- If the child's home is within walking distance, a member of staff should set out on foot/by car to attempt to catch up with them;
- The Designated Safeguarding Lead would inform the Safeguarding Children Partnership;
- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care;
- Inform the Chair of Governors;
- 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 educational visit

Whole School

Due to the extensive nature of UK and overseas educational visits within the School please refer to the Educational Visits Policy and Educational Visits Policy Guidance for Teachers notes. Details of specific risk assessments and actions that would be taken are outlined in these documents.

Actions to be followed by staff once the child is found – Whole School.

- Talk to, take care of and, if necessary, comfort the child
- Speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing
- The Head of Junior / Senior School will speak to the parents to discuss events and give an account of the incident
- The Head of Junior / Senior School will conduct a full investigation (if appropriate involving Social Services/ Safeguarding Children Partnership)
- Media queries should be referred to the Head of the Grange School
- If the child is injured the Estates Manager would make a report under RIDDOR to the HSE
- A risk report would be completed and logged with the Designated Safeguarding Lead. The investigation should involve all concerned providing written statements. The report should be detailed covering: time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, the purpose of the outing, the length of time that the child was missing and how s/he appeared to have gone missing, lessons for the future.

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Actions to be followed by staff when a child is not collected on time

Senior School

- If a pupil below the Sixth Form needs to remain after school they have only two choices: either to go to a supervised after-school activity run by a member of staff, or to go to the Library Homework Club and wait to be collected. No pupil should be anywhere in school away from adult supervision;
- If a pupil finishes a supervised activity and needs to wait a little longer to be picked up, that pupil must go to the Library Homework Club;
- All pupils using the Library as a Late Room for however long, **must** sign in when they arrive **and** sign out when they leave - they should not wait at the front of school;
- No pupil can leave the school site and return;
- The Library Homework Club remains open until 5:30 pm, principally to supervise pupils after their extra-curricular activities but also on the odd occasion when a pupil cannot be collected by 4:45pm;
- Should any pupils not have been collected by 5:30 pm, they will be supervised by the member of staff in charge and the school will attempt to contact parents and/or emergency numbers available on iSAMS;
- No student will be left unsupervised: a member of the Senior Leadership Team is on duty each day until every child has been collected from school.

Junior School

- If a child is not collected within half an hour of the agreed collection time, we will call the contact numbers for the parent or carers.
- If there is no answer, the Key Stage Leader or member of staff will begin to call the emergency numbers for this child. During this time, the child will be safely looked after.
- No student will be left unsupervised: a member of the Senior Leadership Team is on duty each day until every child has been collected from school.
- If there is no response from the parents' or carers' contact numbers or the emergency numbers within a 3 hour period/ when the premises are closing, the Deputy Head Pastoral Care or Head of the Junior School will contact the Social Care Duty Officer. Social Care will make emergency arrangements for the child and will arrange for a visit to be made to the child's house and will check with the Police. We will make a full written report of the incident.