

Missing and Uncollected Pupils

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1 Policy Statement

Ewell Castle 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. Our staffing ratios are deliberately designed to ensure that every child in the school is safe at all times.

The school will make every reasonable effort to contact the parents (or other nominated carer). 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 the Police. At the Preparatory School, a member of the Senior Leadership team is on a rota each evening to ensure that each child is collected after clubs.

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. However, Ewell Castle School reserves the right to charge a fee for late collection to cover the time and costs involved.

2 Uncollected Pupils

Procedures are intended to ensure that pupils at Ewell Castle 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. Under no circumstances will the supervising member of staff take a child home if a child is uncollected.

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 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 Principal.

Parents of pupils are required to provide contact details that are recorded on the school's management information system. These include home and mobile numbers for parents and/or other nominated carers plus two other emergency contacts. Parents are regularly reminded to update these details and it is their responsibility to do so via the school office and/or Parent Portal.

Staff may agree with parents, once contact has been made, that an uncollected pupil may be sent home independently if the child is in Year 6 or above. In the event that the school is unable to contact the parents (or other nominated carer) after one hour of the appointed time for collection, the school **may** make a referral to the Multi Agency Support Hub (MASH) for assistance.

Up until the point the pupil is collected or handed into the care of Social Services, they will be cared for by staff. In the case of pupils in Nursery and Reception, every attempt will be made to ensure the pupil is cared for by a suitably experienced and qualified practitioner who is known to the pupil.

A full written report of the incident will be made to the Principal and relevant DSL (where necessity has meant another DSL or Deputy DSL or other suitable member of staff has dealt with the situation) in the event that the pupil is handed into the care of Social Services.

3 Missing Pupils

3.1 Actions to be taken if a Pupil goes Missing from the School

- Check the register in order to check if any other pupils are missing.
- Inform the relevant DSL and D-DSLs of the sites
- Investigate when last the pupil was seen. If possible, access CCTV
- Ensure remaining pupils are suitably supervised
- Enlist additional adults to check the site
- At the Senior School (or Year 6 if at the Prep): if the pupil has a mobile phone it will be called if number is available.

3.2 Actions to be taken if the Pupil is still missing beyond 20 minutes

General:

- The DSL/D-DSLs will ring the pupil's parents and enquire if the parents know if the pupil is with them or if not, where the pupil might go.
- The Fire Alarm may be used as a means of getting a full roll call.
- The DSL/D-DSL will inform the Local Children Safeguarding Board.
- The School will co-operate fully with any Police investigation and any safeguarding investigation by Social Care.
- The Principal will inform the Chair of Governors

Prep/Pre-Prep

- Due to the age of the pupils, after twenty minutes of the pupil missing, we would call the police.

Senior School

- The DSL/D-DSLs will arrange for staff to search the rest of the school premises and grounds.
- If the child still has not been found after a suitable period of time (usually an hour) dependent on the situation, the DSL/D-DSL will notify the Police.
- If appropriate, procedures would be adjusted.

3.3 Actions to be taken if a Pupil goes Missing on an Outing

- The Risk Assessment conducted prior to the trip taking place will have a nominated emergency

contact member of staff in school. In the event that a pupil is missing, the DSL/D-DSL at School will liaise with the Trip Leader.

- An immediate head count will be carried out in order to ensure that no other pupils are missing.
- 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.
- The DSL/D-DSL will be informed.
- The DSL/D-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 (see above*), the DSL/D-DSL will notify the Police.
- The DSL/D-DSL will inform the Local Children Safeguarding Board.
- The School will cooperate fully with any police investigation and any safeguarding investigation by Social Care.
- The Principal will inform the Chair of Governors.
- If appropriate, procedures would be adjusted.

3.4 Actions followed once a Pupil has been Found

- 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 or an outing and follow up once back at school, via PSHE or dedicated form time/s assembly to ensure the dangers are understood.
- Staff training would be essential to mitigate against further incidents
- The DSL/D-DSL will speak to the parents to discuss events and give an account of the Incident. The DSL/D-DSL will promise a full investigation (if appropriate involving Social Services/Local Children Safeguarding Board).
- Media enquiries should be referred to the Principal only.
- 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 length of time that the child was missing and how he/she appeared to have gone missing, lessons for the future.
- 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.

4 Review and Development

4.1 Procedure

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

4.2 Links with other Documents

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

- Health and Safety Policy and Procedures
- Pupil Supervision Policy
- Safeguarding Policy
- Educational Trips and Visits Policy
- SEND Policy (and EAL where appropriate)
- Anti-Bullying policy