

# Warwick Independent Schools Foundation

Warwick Preparatory School | Warwick Junior School | King's High School | Warwick School | The Kingsley School

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<b>Reviewed</b>	Autumn Term 2021; Autumn Term 2022: amended Spring 2023
<b>Signed</b>	S. Watson Deputy Head Pastoral R. Jessup Director of Safeguarding

NOTE: The policy applies only to the Foundation Schools on the Myton Road Campus (Warwick School, Warwick Junior School, King's High School and Warwick Preparatory School). These are referred to as "the Foundation" or the "Schools". The Kingsley School has its own dedicated policy.

## MISSING/UNCOLLECTED CHILD POLICY

### 1.0 Introduction

- 1.1 Warwick Independent Schools Foundation ("the Foundation") comprises: Warwick School, Warwick Junior School, King's High School and Warwick Preparatory School ("the Schools").
- 1.2 The Foundation understands its responsibility for the welfare of all pupils with the Schools and the paramount importance of this aspect of its work. The Foundation and its Schools is committed looking after pupils safely throughout the time that they remain under our care.
- 1.3 Every adult who works at the school will have been subject to appropriate checks before appointment, will have received Child Protection training either before they have started or within the first week of commencing their position and understands their responsibility for helping to keep all pupils safe at all times.
- 1.4 Staffing ratios are appropriate to ensure that every pupil is properly supervised the whole time he or she is in our care.
- 1.5 This Policy will be publicised and brought to the attention of all parents.
- 1.6 This Policy will be kept up to date in line with any legislative changes.
- 1.7 This Policy should be read in conjunction with the Safeguarding and Child Protection Policies, and is linked to the Foundation's Safer Recruitment and Contractor Appointment processes. These are also regularly reviewed to insure they are robust and effective, and may be made available to parents.

### 2.0 Early Years Foundation Stage (EYFS)

- 2.1 Schools are legally required under the EYFS Statutory Framework, an ISI Reporting Standard for Independent Schools with Early Years provision to provide for early years children a policy for the procedures to be followed in the event of a child going missing and a procedure to be followed in the event of a parent failing to collect the child at the appointed time.

2.2 Warwick Preparatory School has in place additional Policies for EYFS Children with regard to special information for parents, educational visits, risk assessments for outings, and special information for staff, Governor and volunteer induction. Those responsible for very young children receive additional training at induction.

2.3 The information for parents comprises:

- The arrangements for handing over children to the care of their parents at the end of the day
- The qualifications of our staff and the arrangements for supervising the children whilst they are in school
- The arrangements for registering the children in both morning and afternoon
- The physical security measures which prevent unsupervised access to or exit from the building
- The supervision of the playground and the physical barriers that separate it from the rest of the school

### **3.0 Pupil going missing whilst at School**

3.1 The aim of this procedure is to ensure that a missing pupil is found and returned to effective supervision as soon as possible.

3.2 On finding a pupil missing, the following actions are taken:

- Take a register to ensure that all the other pupils are present.
- Inform the relevant pastoral staff, e.g., Deputy Head of Pastoral, Head of Key Stage section, Head of Year and School Office.
- Ask all the adults and children calmly if they can tell us when they last remember seeing the child.
- Keep all the pupils occupied within an easily supervised enclosed space, e.g., classroom. Younger pupils might be kept occupied, for example, by reading to them.
- At the same time, arrange for one or more adults to search the immediate surroundings, both inside and out. If looking for a small child, care will be taken to check all spaces (e.g., cupboards, washrooms) where he or she might hide.
- Check the doors and gates for signs of entry/exit.

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

- Inform the Head, Designated Safeguarding Lead and Foundation Bursar.
- The Head, Designated member of staff or DSL will:
  - ring the pupil's parents to explain what has happened and what steps have been set in motion, and to ask them to come to the School at once;
  - arrange for staff to search any other areas of the School premises and grounds that were not searched previously;
  - inform the Principal;

- ensure Ofsted is informed (for EYFS children);
- The Designated Safeguarding Lead will notify:
  - the Police and
  - Warwickshire Safeguarding
- If practical and the child's home is within walking distance, a member of staff would set out on foot to attempt to catch up with them.
- The School will cooperate fully with any Police investigation and any safeguarding investigation by the local authority.
- The Foundation Bursar will:
  - inform the insurers;
- if a child is significantly injured and depending on the severity and circumstances the Bursar will inform the Foundation Health and Safety Manager and any external bodies that should be advised.
  - 
  - ensure a full record is written of all activities undertaken up to the stage at which the child was found would be made for the incident report;
  - in liaison with the Head, ensure any changes required to policies and procedures are made.

#### **4.0 Pupil going missing on an outing**

- 4.1 On finding a pupil missing, the following actions are taken:
- 4.2 Party Leader to carry out a headcount in order to ensure that all the other pupils are present.
- 4.3 An adult to be nominated to search the immediate vicinity. If appropriate, the venue Manager will be contacted and asked to arrange a search.
- 4.4 Remaining children to be kept safe and supervised whilst the search takes place.
- 4.5 Inform the Head, School Office and Designated Safeguarding Lead to inform them.
- 4.6 The Head/ Designated member of staff will
- ring the pupil's parents to explain what has happened and what steps have been set in motion;
  - inform the Foundation Bursar;
  - inform the Foundation Principal and the Safeguarding Governor .
- 4.7 The Designated Safeguarding Lead or Deputy Designated Safeguarding Lead will notify:
- the Police and
  - relevant safeguarding Local Authority, such as, Warwickshire Safeguarding
- 4.8 The School will cooperate fully with any Police investigation and any safeguarding investigation by the local authority.

4.9 The Foundation Bursar will:

- inform the insurers;
- if a child is significantly injured and depending on the severity and circumstances the Bursar will inform the Foundation Health and Safety Manager and any external bodies that should be advised.
- ensure a full record is written of all activities undertaken up to the stage at which the child was found would be made for the incident report;
- in liaison with the Head, ensure any changes required to policies and procedures are made.

## **5.0 Actions to be taken once the pupil is found**

5.1 Talk to, take care of and, if necessary, comfort the child.

5.2 Speak to the other children to ensure they understand why they should always follow procedures during an outing.

5.3 The Head will:

- speak to the parents to discuss events and give an account of the incident;
- ensure, with the Foundation Bursar, that a full investigation is undertaken (involving, if appropriate, the relevant safeguarding Local Authority, e.g., Warwickshire Safeguarding)

5.4 Media queries should be referred to the Head and Director of Marketing who will handle them in conjunction with the Foundation Bursar.

5.5 The investigation should include all concerned providing written statements.

5.6 The report should include the following details:

- time,
- place,
- numbers of staff and children,
- when the child was last seen,
- what appeared to have happened,
- cross-reference the purpose of the activity being done when the pupil went missing,
- the length of time that the pupil was missing and how s/he appeared to have gone missing,
- lessons for the future.

## **6.0 Pupil is not collected from School on time**

6.1 For Prep and Junior School Children: If a child is not collected within 30 minutes of the agreed collection time, the School will call the contact numbers for the parent/guardian. If there is no answer, the Head or Teacher will begin to call the emergency numbers for this child.

- 6.2 For Secondary age children: if not collected as arranged, pupils are advised to go back into school where they are helped to contact and wait for parents/carers in supervised after school care.
- 6.3 During this time, the child will be safely looked after.
- 6.4 If there is no response from the parents' or carers' contact numbers or the emergency numbers within three hours or by the time the premises close, whichever is sooner, the Head 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.
- 6.5 The Head will ensure a full written report is made of the incident and will inform the Chairman of the School Management Committee and the Foundation Bursar.

#### 7.0 **Procedure for Missing Boarder:**

##### **During the School Day:**

The procedure is the same as that for a missing day pupil, but includes:  
Contact the Head of Boarding

##### **Outside the Normal School Hours:**

The boarders are registered at various points during the day. This is done using the electronic Orah boarding software system. Boarding staff should be aware of a boarder's planned activities after school and at weekends. Boarders are required to "sign in and out" of the boarding houses. When leaving they are required to give details of where they are going and when they will return. Any requests for "off campus leave" have to be authorised / agreed by boarding staff.

In the event of an unexplained absence of a boarder outside normal school hours the following should happen:

- The Head of Boarding will be notified
- An attempt will be made to contact the missing boarder on their mobile telephone
- Duty staff will carry out a complete search of the Boarding House and those areas of the school to which the boarders have access
- Duty staff will interview peers to ascertain the boarder's last known whereabouts and any plans they may have had
- In daylight and if practical, a thorough search of the grounds will be carried out.
- The fire alarm will be sounded, and a Roll Call taken
- The Head of Boarding or, in their absence, Duty staff, will contact the Head or the duty member of the SMT/SLT
- Parents and Police would then be informed by the Head, duty member of the SMT/SLT
- The Police would be notified if the whereabouts of the boarder are still unknown, and the school will co-operate fully with any Police investigation and any subsequent investigations
- The Head will inform the Principal and the Governors
- Media enquiries would be referred to the Head and Director of Marketing.

*Acknowledgements: ISBA Model Policy*