



Heaton St. Barnabas' CE (VA) Primary School

Policy For

Missing or
Uncollected Pupils

This policy was approved by Staffing Committee

On: 11th January 2022

Signed.....

Position: Chair of Staffing Committee

Heaton St Barnabas' CE (VA) Primary School

Procedures for missing or uncollected Children

Registration at the Start of the Day

Parents are asked to inform the school if their child will be absent via text or phonecall. Where this happens, admin staff will enter an appropriate code on the class register together with a comment giving the reason for absence.

If children are not present when class teacher's complete registers and there is no known reason an **N code** is entered in registers.

Late children

Enter school via the general office. If a child arrives after 8.50am they sign in using the Inventory system

This registers them onto SIMS with the number of minutes they are late and the reason given for their late mark.

Office staff print a fire register which is a record of all children who are absent from school.

When all registration is complete office staff contact all parents of all absent children who have not contacted school. Parents/carers are contacted by text or direct phone-call.

The text list is checked for delivery of messages. Where the message has not been delivered, staff do their best to contact parents by direct call or land line to verify a reason for absence. Admin staff amend registers for all children whose parents reply to text messages and phone calls. Where there is no reply staff will make all reasonable effort to contact parents or carers.

Registration after the Lunch Break

Where children have been sent home for any reason through the morning session or the lunch break, registers are amended by admin staff. A separate record of children who have left school for any reason is also kept in the general office.

Children who go home for lunch leave school via the general office where they sign out via InVentry.

When they return to school they must enter through the general office and sign in to confirm that they are back on site.

If a child is missing at registration and the register has not been amended by office staff, class teachers should immediately send a member of support staff or a reliable child to the general office to report this absence.

In the event of a child being reported missing by staff or parents:

A member of leadership must be contacted immediately and informed of all known details whilst other available staff search the school premises for the missing child. Leadership will then begin to contact and interview the last people known to have had contact with the child.

If all members of leadership team have left the premises they will be kept informed by the most senior person responsible in school for supervision of the child. A member of leadership will return to school if the child is not located within a reasonable amount of time.

Parents or other people who are named for collecting children should be contacted as soon as possible by school staff to ascertain if they have made other arrangements and already collected the child.

If the child has not been located when all parents and possible carers have been contacted, and the building and premises searched, the police will be informed and school will follow the advice given.

Procedures for Children who abscond from the classroom or school premises

Absconders who remain on school premises

If a child absconds from the classroom a member of support staff should **discreetly** follow the child to ascertain their whereabouts and persuade them to return to the classroom if possible. If there is no member of support staff available, the teacher should send a reliable child to the leadership team immediately to summon assistance. A member of the senior leadership team will support immediately.

A significant number of staff have had 'Team Teach' training. Where possible, a trained member of staff will assist in any situations of this nature. Available staff will search school premises to locate the child, calm the situation and persuade them to return to a place of safety.

Absconders who leave school premises

If the child can not be located within a short time or is known to have left the premises school staff **must not pursue them**. The general office and school leaders must be informed immediately. Office staff will contact the police and inform the child's parents of the situation.

The routine for collection of children at the end of the day is:

- When the school day ends at 3.15 p.m. parents are expected to collect their children from the classes from Reception to Year 2, Year 3 from the Y3 cloakroom, Year 4 from the hall doors, Year 5 and 6 from their cloakroom doors unless the school has parents' permission in writing to allow a year 5 and 6 children to walk home unaccompanied
- Children in the reception classes, years 1, 2 and 3 stay inside the building until an authorised adult is seen by class teachers/support staff.
- Children in Years 4 are taken to the hall where parents collect pupils from the hall doors.
- Children from Year 5 and 6 are kept inside the building until an authorised adult collects them from their cloakroom area
- Children in year 6 who have parental permission to walk home will be allowed to leave via the cloakroom area. Written parental permission must be given.
- Children who are not collected by 3.25 p.m. are taken to the dedicated seats by the general office
- Children must not wait for parents /carers by the roadside.

Class teachers remain responsible for their uncollected children until 3.25 p.m. Any children who are not collected by 3.25 p.m. are taken to the 'waiting seat' area and office staff are informed that they have not been collected. If children are not collected by 3.30 p.m., office staff will telephone parents/carers to inform them that the children are not collected. A register will be kept of pupils regularly collected late and letters to parents sent home. In the event of a child regularly not being collected they will be placed in the childcare provision and parents charged.

Office staff will continue to attempt to contact parents/carers or other authorised people to collect the children. In the unlikely event that contact has not been made and a child remains uncollected when office staff are due to leave, they will contact a member of the leadership team to inform them of the situation and hand over care of the child to them. If all leadership team are out of school, office staff will contact a member of the team who will return to school to deal with the situation as necessary.

If contact has not been made by 6 p.m. the member of leadership team will contact social workers or local police and follow their advice (relevant phone numbers displayed in HT/DHT offices).

After school activities

Leaders of after-school activities should keep a register of all children who should attend the club. A copy of all children attending clubs should be kept in the general office. Leaders of clubs are responsible for ensuring that the list is kept up to date. If children are unexpectedly absent from an activity the leader should check the reason with the general office. Office staff will contact parents immediately if there is any doubt regarding the whereabouts of a child.

At the end of clubs the leader is responsible for ensuring children are supervised until collected by parents/authorised adults. Older children may go into the playground to meet parents, returning immediately if there is no adult to collect them. Children in F/KS1 should be supervised until handed over directly to an authorised adult. On dark winter afternoons all children should be supervised until collected from an entrance.

Children remaining after school to take part in activities will have a signed permission slip from parent/s. This will have selected the option of child having permission to walk home alone, or parent coming to collect child. At the end of the activity the leader will ensure all children have been collected or set off to walk home if allowed. Children who are to be collected will be clearly instructed to return to school via door they left, or office, if their adult does not arrive. If this happens the activity leader will endeavour to contact parents/carers, or other authorised people to collect the child. The activity leader is responsible for the safe supervision of any uncollected children until an authorised person arrives to collect them and must continue to endeavour to contact an authorised person to collect the child. If contact can not be made by 5.30 p.m., the activity leader should inform a member of the leadership team of the situation, where possible and necessary, a member of the leadership team will return to take responsibility. If a child remains uncollected at 6 p.m. when the building closes, and leadership cannot be contacted, the activity leader will contact social workers or local police and follow their advice (phone numbers displayed in HT/DHT offices).

Throughout all of the above procedures the safety and welfare of the child is paramount and all members of staff concerned will do their best to reassure the child that the problem is not their fault and keep them as happy and comfortable as possible.

Staff supervising after school activities should also be familiar with the school's policy for supervision of children.