



## Hackness Church of England Primary School

### Missing Child and Late Collections Policy

Version	Author	Dated	Status
1	Compliance Officer	07.02.19	Agreed by Trustees
2	Head of Estates & H&S	05.04.24	Agreed
3	Head of Estates & H&S	05.08.24	Approved
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#### Introduction:



Elevate Multi Academy Trust (Elevate) has agreed this Policy and as such, it applies to all Academies within the Trust.

References to 'the Headteacher' includes the Executive Headteacher, Headteacher or acting Headteacher as appropriate.

The safety of the children is the priority of Elevate and its priorities whilst they are in our care.

This policy sets out our procedures for dealing with the unlikely event of a child going missing or when a child has not been collected.

### **Linked to the Following Policies:**

Elevate EVC and Children Off Site policy.

Elevate Attendance policy.

Elevate Children Walking and Cycling to and from School policy.

### **Responsibilities:**

It is the Headteacher's responsibility to ensure that all relevant staff are aware of this policy, what is expected, the procedures to follow and to ensure that the policy is reviewed on a timely basis. It is the responsibility of all staff to always read the policy and act according to its guidance.

Staff are responsible for completing Attendance Registers. They must be completed accurately and promptly according to guidelines. Completed registers must be returned to the Academy office by the times stipulated in the Attendance Policy.

If a member of staff takes a child, group, or class out of the Academy they are responsible for informing parents and staff at the Academy office.

It is the responsibility of parents to ensure they provide correct and updated contact information on a timely basis and know the procedures for handover of their child at the beginning and end of sessions.

If a parent takes a child out of the Academy during the day, they must sign them out and in on returning at the office.

### **Procedures Aimed at Reducing Risk of a Missing Child:**

#### **Start of the school day:**

- The Academy should ensure parents are fully aware of the points at which responsibility for the care of their child passes from staff to them and vice versa.
- There are clear procedures for welcoming children into each Academy. The Academy gates are closed at **8.40am**. After this time children report to the main Academy office via the main entrance.

#### **During lesson time:**

- Staff mark registers promptly and accurately – morning and afternoons and return them to the Academy office.
- All staff must ensure that the external gates to any outside area are closed and locked if applicable when children are playing outside.
- If children leave the classroom to work in other parts of the Academy, the class teacher must ensure that adequate supervision is always maintained and all children are accounted for on return to the classroom.
- Updated contact information for parents and carers is sought and maintained.

#### **During playtime:**

- Duty staff should be on the playground before children come out.



- External gates remain closed and locked where possible.
- Staff patrol all areas in the playground throughout the session wearing high vis vests and using 2-way radios if applicable.

#### **During lunchtime:**

- As above.
- SLT members are available at lunchtime.
- MSAs accompany children from the playground when they are called in for lunch.

#### **During home time:**

- The gates are opened at **3.05pm**.
- Children are collected by their parent / carer from the class teacher or nominated academy staff.
- Children in Years 5 & 6 who have written permission to go home alone are released by their teacher.

#### **Educational visits:**

- Thorough risk assessments and adequate staff / children's ratios (at least following national guidance and often more than this) are provided when children leave the Academy premises.
- Permission from parents is obtained generically for considered local area trips at the beginning of each academic year and once again specifically for each non-local trip.
- Mobile telephones taken on every visit and mobile contact numbers left at the Academy.

#### **After School Clubs:**

- Thorough risk assessment in place.
- A register of children should be taken.
- Annual consent forms should be obtained from parents with contact numbers and details of who the children are to go home and who with.

#### **Procedures In the Event of A Child Going Missing:**

##### **In the event of a member of staff fearing that a child has gone missing while at the Academy:**

- If a member of staff suspects that a child is missing from a lesson or activity, they should contact the nearest member of SLT and the Headteacher and Academy office immediately. The Headteacher, SLT member and any members of staff will carry out a thorough search of the building as directed by SLT, including outside areas, sheds, toilets, storage areas and the checking of any CCTV footage.
- The following lists held in the Academy office will be checked:
  - Attendance Registers.
  - Off-site record.
  - Intervention.
  - Lists of those attending other schools (e.g. Transition activities).
- If necessary, staff will promptly but calmly round up all the children to Willow classroom by SLT and a designated member of staff will supervise the children. The safety and care of other children is paramount so the security of the Academy and the number of staff remaining to supervise the other children in the Academy must be adequately maintained while the search continues.
- Staff will quickly count, and name check all the children present against the register while the group are assembled in one place.



- A thorough check of all exits will be made, to ensure all gates / doors were locked / bolted and there are no other ways a child could have left the Academy. If something is discovered this needs to be reported to the attention of the SLT immediately and action taken.
- If the child has not been found after **10 minutes** from the initial report of them as missing, then parents and The Police **should** be notified. When contacting parents / carers, staff will ask them to attend the Academy in person and bring with them a recent photograph of their child.
- The Headteacher or SLT will notify the Trust Head of Safeguarding and Head of Health & Safety of the ongoing incident and keep them updated of progress to the conclusion.
- The Headteacher or SLT will be responsible for maintaining an accurate ongoing log of events and share with the Trust Head of Safeguarding and Head of Health & Safety as soon as is practicable after the incident to ensure a joint thorough investigation takes place with outcomes shared with relevant staff. A record of the Police reporting log must be noted.
- Staff must try to remember and write down a description of what the child was wearing and any distinguishing features.
- If the missing child has any special medical or learning needs, then these need to be noted to be disclosed to police or other agencies.
- The Class Teacher is spoken to gain further information and asked to confirm if he / she attended the previous sessions.
- A thorough search of the Academy buildings continues and is carried out by senior members of staff with the help of other members of staff available.
- Particular attention is paid to:
  - Rarely used rooms.
  - Toilets.
  - Resource Room.
  - All classrooms.
  - Academy hall.
  - Academy grounds.

**In the event of a member of staff fearing that a child has gone missing while off Academy premises:**

- The Group Leader must ensure the safety of remaining children. At least two adults must stay with them.
- One or more adults should immediately start searching for the child.
- The Visit Leader should contact the Academy immediately to alert them, and the Academy will make arrangements to notify parents.
- If the child is not found within **5 minutes**, the Group Leader must contact police by telephoning 999.
- The Group Leader must maintain an accurate ongoing log of events and share with SLT, the Trust Head of Safeguarding and Head of Health & Safety as soon as is practicable
- The same procedures will then be followed as per the missing child from academy premises.

**PROCEDURES TO BE FOLLOWED BY STAFF WHEN A CHILD IS NOT COLLECTED ON TIME**

The Academy will ensure that all children are collected by a parent, carer, or designated adult.



If for some reason a child is not collected at the end of the day, the following procedures will be activated:

- The Academy undertakes to look after the child safely throughout the time that he / she remains under their care.
- If a child is not collected within **10 minutes** of the agreed collection time, a member of staff will call the parent, carer, or designated adult, and use any other emergency contact details available, to try to ascertain the cause for the delay, and how long it is likely to last. Messages will always be left on any answer phone requesting a prompt reply. Members of staff will accurately record details of their attempts to make contact, including completing the form detailed in appendix 2.
- While waiting to be collected, the child will be supervised by a member of staff who will offer them as much support and reassurance as is necessary.
  - If a child has not been collected **within 40 minutes** of the end of the school day, and no response has been received by the parent / carer the named Academy DSL / DDSL **must** be informed and a decision taken as to whether social services need to be called. If no contact has been made and no one has arrived to collect the child by 5:00pm, then the Emergency Duty Team (EDT) should be contacted via the Local Authority's Referral and Assessment Team.
  - Ensure that there are at least two members of staff present whilst waiting for the parent(s) and carer(s) to collect the child.
  - The late collection book will be checked on a termly basis and in some cases; parents will be invited to meet the Headteacher to discuss how to limit these incidents.
  - Parents who know they are going to be late should inform the Academy office in advance.
  - The minimum age for siblings picking up children from the Academy will be up to the Academy's discretion but is unlikely to be younger than 16 years of age. **The Headteacher must receive a request in writing.**
  - The duty social worker will take charge of the situation and decide what happens next, and whether the police need to be involved in helping to trace the parent / carer of the child. Social Care will attempt to find the parent or relative. Emergency arrangements will be made for the child in consultation with the Local Authority Social Care.

**The child will not leave the premises with anyone other than those named on the Registration Form or in their file or by prior written consent.**

On occasions when parents or the persons normally authorised to collect the child are unable to do so, parents advise how to verify the identity of the person who is to collect their child (normally using a pre-determined password).

Under no circumstances should staff go to look for the parent or take the child home with them.

Continual incidents of late collection will be recorded and discussed with parents / carers at the earliest opportunity.

#### **APPENDIX 1 - Protocol – for Children's Social Care**



On receipt of a call from an Academy at or after 5:00pm, the EDT Officer will need to be provided with relevant information about the child(ren) and their circumstances (relevant names, addresses and telephone numbers). Additional information relating to any recent changes in family circumstances or if there have been other occasions on which a child has not been collected from the Academy should also be conveyed to the duty social worker.

If the duty social worker is unable to contact parents and carers, a foster carer(s) will be identified to look after the child on an emergency basis. This placement will be treated as an informal arrangement if the child is collected before 10pm. After that time, since the child will then be likely to remain overnight, s/he will be formally accommodated under Section 20 of the Children Act.

Whilst arrangements are being made for a child to be placed with a foster carer the police child protection team will be advised. No action should be taken by the police child protection team at this stage other than to note the details, complete relevant checks and to advise children's social care whether the police are aware of any reason why the parent / carer has failed to collect their child. Should the parent / carer not contact any agency by 10pm, the child will be accommodated. The police will again be informed since the child will be regarded as having been abandoned necessitating consideration of a police criminal investigation.

At each stage, it will be the intention of the social services department to seek to return the child to the care of his or her parent(s) / carer(s) unless there is evidence of a risk of significant harm.

## **APPENDIX 2 - Procedure when parents fail to collect a child or when a child goes missing**



Person in Charge: \_\_\_\_\_

The following child has not been collected/is missing:

Name of Child	
Date of Birth	
Address	
Telephone Number	
Name of parent/guardian	

For child not collected:

Date & time child should have been collected	
Name of person who should have collected the child	
Duty Social Worker informed for child not collected (date/time)	

For the child gone missing:

Date, time and location of disappearance	
Who was responsible for caring for the child at the time he/she disappeared?	
What was the child wearing?	
Any distinguishing features?	
Circumstances surrounding disappearance.	

Parent/Guardian contacted      Yes   ☐      No   ☐

What happens next?

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Signed by registered person:	Date:
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Signed:	R THORP
Name:	Rowena Thorp
Position:	Interim Headteacher
Date:	02.08.25
Review Date:	02.08.26