



UNCOLLECTED CHILD PROCEDURE

1. Introduction

In the event that a child is not collected by an authorised adult at the end of a session/day, the school puts agreed procedures into practice. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child. We will ensure that the child receives a high standard care in order to cause as little distress as possible.

We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

2. Procedures

- Before their child's intake, parents are asked to provide the specific information via the online Back to School Questionnaire. These information are:

- Home address, telephone numbers (home, work and mobile), emails
- Names & telephone numbers of adults who are authorised by the parents to collect their child from the setting, for example a childminder or grandparent.
- Information about any person who does not have legal access to the child.

- On occasions when parents are aware that they will not be at home or in their usual place of work, they have to inform us of how they can be contacted.

- On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they provide us with written details of the name, address and telephone number of the person who will be collecting their child.

- The school has to verify the identity of persons who are to collect pupils on exceptional circumstances.

- Parents are informed that if they are not able to collect the child as planned, they must inform the school so that the pupil is welcome in "garderie" with the minimum distress and as soon as.

- The school's contact details (telephone, email) are communicated to parents.

- Parents are informed that the school's Child Protection Policy & Procedures will be implemented as required and in the event that their child is not collected from setting by an authorised adult at the end of the day (i.e. 6.30pm).

If a pupil is not collected at the end of the session/day, the school implements the following procedures:

- The pupil's file on ScholarPack is checked for any information about changes to the normal collection routines.

If no information is available, parents/carers are contacted.

- If the school is unsuccessful, the adults registered as authorised for pick up by parents in the online Back to School Questionnaire are contacted.

- All reasonable attempts are made to contact the parents or nominated carers.

- The pupil does not leave the premises with anyone other than those named on the Back to School Questionnaire.

- The school will then contact the Camden Safeguarding Children Board:

020 7974 6658/1276



- The pupil stays at school in the care of two members of staff and/or school owner until the pupil is safely collected either by the parents or by a social care worker.
- Social Care will aim to find the parent or relative if they are unable to do so, the child will become looked after by the local authority.
- Under no circumstances do staff go to look for the parent, nor do they take the pupil home with them.
- A full written report of the incident is recorded in the child's file.

MISSING CHILD PROCEDURE

1. Introduction

Children's safety is maintained as the highest priority at all times both on and off premises. Every attempt is made through carrying out the outings procedure and the exit/entrance procedure to ensure the security of pupils is maintained at all times. In the unlikely event of a pupil going missing, the school's missing child procedure is implemented.

2. Procedures

Child going missing on the premises

- As soon as it is noticed that a pupil is missing, staff alert an on-site member of the management team.
- The member of the management team and or other staff will carry out a thorough search of the building and grounds.
- The register is checked to make sure no other child has also gone astray.
- Doors and gates and windows are checked to see if there has been a breach of security whereby a pupil could wander out.
- If the child is not found, the parent is contacted and the missing child is reported to the police.
- The member of the management team interviews each staff to find out when and where the pupil was last seen and records the investigation results.
- The member of the management team contacts the police and CSCB to report the incident and trigger official research procedures.

Child going missing on an outdoor visit

This describes what to do when staff have taken a group on an outing, leaving the members of the management team and/or other staff back at school. When a member of the management team has accompanied children on the outing, the procedures are adjusted accordingly. (What to do when a child goes missing when their parent have accompanied the outing may be a little different, as parents usually are responsible for their own child.)

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray.
- One staff member searches the immediate vicinity but does not search beyond that.



- The setting management team is contacted immediately and the incident is reported.
- The member of the management team contacts the police, CSCB and reports the child as missing.
- The management team member contacts the parent, who makes their way to the school or outing venue as agreed with the setting leader. The school is advised as the best place, as by the time the parent arrives, the pupil may have been returned to the setting.
- Staff takes the remaining pupils back to the school.
- In an indoor venue, a member of staff contacts the venue's security who will handle the search and contact the police if the pupil is not found.
- The setting leader contacts the school owner and the Local Authority and OFSTED and reports the incident.

The investigation

- Staff members keep calm and do not let the other children become anxious or worried.
- The senior manager together with the Local Authority speak with the parent(s).
- The LA carries out a full investigation taking written statements from all staff involved or who were on the outing.
- Staff are required to write an incident report detailing:
 - The date and time of the report.
 - What staff/children were in the group/outing and the name of the designated staff/adult volunteer responsible for the missing pupil.
 - When the pupil was last seen in the group/outing.
 - What has taken place in the group or outing since the pupil went missing.
 - The time it is estimated that the pupil went missing.
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation, all staff co-operate fully. In this case, the police will handle all aspects of the investigation: including interviewing staff. Children's Social Care may be involved if it seems likely that there is a child protection issue to address.
- The incident is reported under RIDDOR arrangements (see <http://www.hse.gov.uk/riddor/>); the local authority Health and Safety Officer may want to investigate and will decide if there is a case for prosecution.
- In the event of disciplinary action needing to be taken, Ofsted is informed through the LA.
- The insurance provider is informed through the LA

Managing people

- Missing pupils incidents are very worrying for all concerned. Part of managing the incident is to try to keep everyone as calm as possible.
- Staff will feel worried about the child, especially the designated staff responsible for the safety of that pupil for the outing. They may blame themselves and their feelings of anxiety and distress will rise as the length of time the child is missing increases.
- Staff may be the understandable target of parental anger and they may be afraid. Setting leaders need to ensure that staff under investigation are not only fairly treated but receive support while feeling vulnerable.



- The parents will feel angry, and fraught. They may want to blame staff and may single out one staff member over others; they may direct their anger at the setting leader. When dealing with a distraught and angry parent, there should always be two members of staff, one of whom is the setting leader and the other should be the School owner or LA representative. No matter how understandable the parent's anger may be, aggression or threats against staff are not tolerated, and the police should be called.
- The other pupils are also sensitive to what is going on around them. They too may be worried.
- The remaining staff caring for them need to be focused on their needs and must not discuss the incident in front of them. They should answer children's questions honestly but also reassure them.
- In accordance with the severity of the final outcome, staff may need counselling and support. If a pupil is not found, or is injured, or worse, this will be a very difficult time. The proprietor will use their discretion to decide what action to take.
- Staff must not discuss any missing child incident with the press as required in the Child Protection & Data Protection Policies.

The Present procedure has been drawn under:

HM Education Act:

<http://www.legislation.gov.uk/ukpga/2002/32/contents>

HM Children Act:

<http://www.legislation.gov.uk/ukpga/1989/41/contents>

<http://www.legislation.gov.uk/ukpga/2004/31/contents>

HM Working together to safeguard children:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/592101/Working_Together_to_Safeguard_Children_20170213.pdf

DfE Keeping Children Safe in Education statutory guidance:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf

DfE Keeping Children Safe in Education Information for all school staff:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550499/Keeping_children_safe_in_education_Part_1.pdf

CSCB Safeguarding guidance:

<https://cscb-new.co.uk/>

<https://www.cscb-new.co.uk/wp-content/uploads/2017/06/safeguarding-standards-and-guidance.pdf>

London Child Protection Board:

<http://www.londoncp.co.uk/>

Charlotte BEYAZIAN 10/11/2019 (Review date: 10/2020)