



**MOORLANDS SCHOOL**  
**MISSING PUPIL DURING THE SCHOOL DAY, PROCEDURES WHEN A PUPIL IS NOT**  
**COLLECTED ON TIME AND CHILD MISSING IN EDUCATION POLICY**

**PART ONE: MISSING PUPIL DURING THE SCHOOL DAY POLICY**

**INTRODUCTION**

This Policy applies to all pupils, including those in the EYFS.

The welfare of all of our children at Moorlands School is our paramount responsibility. Every adult who works at the school has been trained to appreciate that he or she has a key responsibility for helping to keep all of the children safe at all times. Our staffing ratios are generous and are deliberately designed to ensure that every child is supervised the whole time that he or she is in our care. This policy has been written with regards to the [Child Protection and Safeguarding Policy](#)

**INFORMATION FOR PARENTS**

Our companion document, “Information for Parents of EYFS and Early Years Children” describes:

- 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.

The enhanced supervisory arrangements for outings involving our youngest children are set out in a detailed policy document: “Educational Visits”. We review these policies regularly (at least once a year) in order to satisfy ourselves that they are robust and effective. All new staff receive a thorough induction into the importance of effective supervision of very young children.

**ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING FROM THE SCHOOL**

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child was found to be missing, we would carry out the following actions:

- Take a register in order to ensure that all the other children were present.

- Inform the Head of Early Years if the child is in the Nursery or Reception.
- Ask all of the adults and children **calmly** if they can tell us when they last remember seeing the child.
- Occupy all of the other children in their classroom(s).
- At the same time, let a member of SMT know and arrange for one or more adults to **methodically** and **calmly** search everywhere, both inside and out, carefully checking all spaces, cupboards, washrooms where a small child might hide.
- Check the doors, gates for signs of entry / exit.

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

- Inform the Headteacher and the Designated Safeguarding Lead
- Ask the Headteacher to ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the school at once.
- The Designated Safeguarding Lead / Headteacher would notify the Police.
- The Headteacher would arrange for staff to search the rest of the school premises and grounds.
- If the child's home is within walking distance, a member of staff would set out on foot to attempt to catch up with him / her.
- The Designated Safeguarding Lead would inform the Local Children Safeguarding Board.
- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care.
- Inform the Chairman of Governors.
- Ofsted would be informed if the child is in the Nursery.
- The Insurers would be informed.
- If the child is injured a report would be made under RIDDOR to the HSE.

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.

#### ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING ON AN OUTING

- An immediate head count would be carried out in order to ensure that all the other children were present.
- An adult would search the immediate vicinity.
- The remaining children would be taken back to school.
- Inform the Headteacher and the Designated Safeguarding Lead by mobile phone.
- Ask the Headteacher to ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the venue / the school at once.
- Contact the Police.
- The Designated Safeguarding Lead would inform the Local Children Safeguarding Board.
- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care.
- Inform the Chairman of Governors.
- Ofsted would be informed if the child is in Nursery.
- The Insurers would be informed.

- If the child is injured a report would be made under RIDDOR to the HSE.

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.

#### ACTIONS TO BE FOLLOWED BY STAFF ONCE THE CHILD IS 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 on an outing.
- The Headteacher will speak to the parents to discuss events and give an account of the incident.
- The Headteacher will promise a full investigation (if appropriate involving Social Services / Local Children Safeguarding Board).
- Media queries should be referred to the Headteacher.
- 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 purpose of the outing, the length of time that the child was missing and how s/he appeared to have gone missing, lessons for the future.

#### PART TWO: PROCEDURES TO BE FOLLOWED BY STAFF WHEN A PUPIL IS NOT COLLECTED ON TIME

During the school day, 7.30 am – 6.00 pm if a child is not collected within half an hour of the agreed collection time, we will call the contact numbers for the parent or carers and if there is no answer, the Head of the Early Years / the Teacher / Office staff will begin to call the emergency numbers for this child. During this time, the child will be safely looked after.

If a child is still in school at 6.00 p.m., and no message has been received, the member of staff on duty/SMT member will begin to call the contact numbers and emergency numbers for this child. If no answer response/reply has been received by 6.30 p.m. the procedure below will be instigated. During this time, the child will be safely looked after.

If there is no response from the parents' or carers' contact numbers or the emergency numbers within a 3-hour period or when the premises are closing, the SMT Member on duty that evening will contact the Leeds' Children's Social Care Emergency Duty Team on 0113 535 0600. 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. We will make a full written report of the incident.

#### PART THREE: PROCEDURES TO BE FOLLOWED WHEN A CHILD IS MISSING IN EDUCATION

Moorlands School enters pupils on the admission register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend. If a child fails to attend, we will undertake all reasonable enquiries to locate the child's whereabouts.

Daily attendance is monitored through the registers. Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for

twenty consecutive school days, the pupil can be removed from the admission register if Moorlands School believes this is not due to sickness or unavoidable cause. Parents have a duty to ensure that their children of compulsory school age are receiving suitable full-time education. If a parent informs Moorlands School that they are withdrawing their child in order to home educate, Moorlands will inform the local authority. If a pupil transfers to a new school, records will be transferred according to designated procedures.

Moorlands School follows the guidance for CME laid out in the DFE guidance for Children Missing in Education 2016 <https://www.gov.uk/government/publications/children-missing-education>.

**We undertake to look after the child safely throughout the time that he or she remains under our care.**

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