



MISSING CHILD POLICY

Last review date: July 2024

Latest review date: July 2025

Staff responsible: Florence Clayton (Assistant Head Pastoral & DSL)

Chair of Governors: Mark Taylor

Safeguarding Governor: Keith Brown

This policy should be read in conjunction with the following St Michael's policies:

- *Safeguarding and Child Protection Policy*
- *Attendance Policy*
- *Supervision Policy*
- *Supervision and Safety on School Trips Policy*
- *Health and Safety Policy*
- *Major Incident Policy*

Rights Respecting School policy statement

Our school's vision and values have at their heart the importance of treating each other as we would want to be treated ourselves. This is one of the reasons why the work of UNICEF and Rights Respecting Schools is so significant to us. We are committed to respecting, upholding and promoting the rights of every child. This policy links specifically to our commitment to the the following articles:

- *Article 3 - Best interest of the child*
- *Article 4 - Making rights real*
- *Article 6 - Life, survival and development*
- *Article 11 - Protection from kidnapping*
- *Article 35 - Prevention of sale and trafficking*
- *Article 36 - Prevention from exploitation*



Introduction

The welfare of all of our children at St Michael's Preparatory 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. This includes the importance of effective information sharing to ensure our children are safe and receiving suitable education. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future. Where staff have concerns that a child is missing from school, this policy should be followed.

Every member of our staff who works with children has read Part 1 of the most updated version of Keeping Children Safe in Education (KCSIE). 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 was drawn up having had regard to the [Independent School Regulatory Requirements \(paragraph 7 and 15\)](#), [Early Years Statutory Requirements Jersey](#), [Children Missing Education, Department for Education Guidance](#) and [Keeping Children Safe in Education Jersey Guidance 2021](#).

Early Years Foundation Stage

Part One: Missing Child Policy

Information for parents

The enhanced supervisory arrangements for outings involving our youngest children are set out in a detailed policy document: "Supervision Policy". This document can be found on our website and can be provided to parents on request. We review this policy regularly (at least once a year) in order to satisfy ourselves that it is robust and effective. All new staff receive a thorough induction into the importance of effective supervision of very young children and read at least Part 1 of [KCSIE 2023](#), or at least Annex A, if their role does not require them to work directly with children.

Action to be followed by staff if a child fails to attend first day of school

All new pupils are placed on the School's admission register at the beginning of the first day on which the School has agreed that the pupil will attend the School. If a child fails to attend on the agreed date and we are not able to get hold of parents, staff must inform the Designated Safeguarding Lead (DSL) without delay. The DSL will consider notifying CYPES



(Children, Young People, Education and Skills) and/or the Children and Family Hub at the earliest opportunity.

Where there are changes affecting the child (including a change of address or school), these will be reflected in the admission register. This will assist the School and external agencies when making enquiries to locate any missing children.

Duty to Report

The school monitors attendance of its pupils closely and will take action to address poor or irregular attendance.

The School will inform the CYPES and/or the Children and Family Hub of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more without permission.

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 without delay:

- Take a register in order to ensure that all the other children were present
- Check the medical room
- Check with office who will check the signing out/in book
- Inform the Head of EYFS
- 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) with a relevant activity
- At the same time, arrange for one or more adults to search everywhere within the Early Years Department, both inside and out, carefully checking all spaces, cupboards, washrooms etc. where a small child might hide
- Check the doors, gates and CCTV records for signs of entry/exit

A record is kept by the School of any instances in which a pupil is missing from school without satisfactory permission and documentation, including the action taken and the pupil's explanation.

If the child is still missing, the following steps would be taken without delay:

- Inform the Head and the Designated Safeguarding Lead (DSL)
- Ask the Head to ring the child's parents as soon as practicably possible and explain what has happened, and what steps have been set in motion. Ask them to come to the School at once
- The DSL/Head would immediately notify the Police



- The Head 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 may be asked to check to see if the child has gone home. They would set out on foot to attempt to catch up with the child
- The DSL would inform the Children and Family Hub and the school's Designated Officer (JDO / DSO)
- The School would cooperate fully with any Police investigation and any safeguarding investigation by the Children and Family Hub.
- Inform the Chair of Governors
- The School's insurers would be informed

During the course of the investigation into the missing child, the school, in consultation with the Children and Family Hub and JDO, will decide what information should be given to other parents, staff and other pupils and how press enquiries are to be dealt with.

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.

The School will always consider the wider circumstances around a child going missing from School and whether there are wider safeguarding concerns that may need to be addressed in line with the School's Child Protection policy.

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
- Immediately inform the Head and the DSL by mobile phone
- The remaining children would be taken back to school as soon as reasonably practicable
- Ask the Head to ring the child's parents as soon as reasonably practicable to 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 venue manager and arrange a search (where relevant)
- Immediately contact the Police
- The DSL would inform the Children and Family Hub and the JDO without delay
- The School would cooperate fully with any Police investigation and any safeguarding investigation by the local authority CYPES and/or the Children and Family Hub
- Inform the Chair of Governors without delay
- The School's insurers would be informed as soon as reasonably practicable



A full record of all activities taken up to the stage at which the child was found would be made for the incident report. The school will review its procedures and, if appropriate, these 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 Head will speak to the parents to discuss events and give an account of the incident (having discussed this beforehand with the JDO if necessary)
- The Head will promise a full investigation (if appropriate involving the Children and Family Hub).
- Media queries should be referred to the Head (after discussion with the JDO if appropriate)
- 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, as well as lessons for the future.
- Consider whether actions need to be taken in line with the School's Child Protection policy where there are concerns about the welfare of the child.

Part Two: Procedures to be followed by staff when a child is not collected on time

If a child is not collected within 10 minutes of the agreed collection time, the School will call the contact numbers for the parent or carers. Where reasonably possible the School will hold more than one emergency contact number for each pupil. If there is no answer, the member of staff on duty will begin to call the emergency numbers for this child. During this time, the child will be safely looked after by the School. If there is no response from the parents' or carers' contact numbers or the emergency numbers before closure of the school site, the Head of the EYFS or the DSL will contact the Social Care Duty Officer (either via the police on 01534 612612 or via the hospital switchboard on 01534 442000. Children and Family Services 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. The School will make a full written report of the incident.

The School will look after the child safely throughout the time that they remain under the School's care, until such a time as they have been collected by a parent, guardian or carer, or until appropriate alternative care arrangements have been made with Children and Family Services and/or the Police in order to prioritise the child's safety. The School's DSL will keep a record of incidents where parents/carers do not collect a child from school or are late for



no explained or good reason, or where there are repeated incidents. If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the School's child protection policy and procedures detailed in its staff behaviour and child protection policies.

Years 1-Shell

Part One: Missing Child Policy

Information for Parents

The enhanced supervisory arrangements for outings involving our pupils are set out in a detailed policy document: "Supervision Policy". This document is on our website and can be provided to parents on request.

We review all our 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 pupils and read at least Part 1 of [KCSIE 2023](#) or at least Annex A, if their role does not require them to work directly with children.

Action to be followed by staff if a child fails to attend first day of school

All new pupils are placed on the School's admission register at the beginning of the first day on which the School has agreed that the pupil will attend the School. If a child fails to attend on the agreed date and parents can't be contacted, staff must inform the Designated Safeguarding Lead without delay. The Designated Safeguarding Lead will consider notifying the local authority at the earliest opportunity.

Where there are changes affecting the child (including a change of address or school), these will be reflected in the admission register. This will assist the School and external agencies when making enquiries to locate any missing children.

Duty to report

The School monitors attendance closely and will take action to address poor or irregular attendance.

The School will inform CYPES and/or the Children and Family Hub of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more without permission. If there are prior safeguarding



concerns, the school may contact the Children and Family Hub and/or social worker prior to this.

The School also recognises its wider reporting duties following deletions from the admission register, in accordance with the Education (Pupil Registration) (England) Regulations 2006, to help identify children who are missing education and/or otherwise at risk of harm.

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 without delay:

- Check with the pupil's friends to see if they know their whereabouts
- Check the medical room
- Check the office who will check the signing in/out book
- Inform the senior member of staff on duty
- Ask all of the adults and pupils calmly if they can tell us when they last remember seeing the pupil
- Occupy all of the other pupils in their classroom(s)
- At the same time, arrange for one or more adults to search the school grounds
- Check the doors, gates and CCTV records for signs of entry/exit

Please note that if a classroom teacher is alone with their class, they may contact the office immediately and ask them to contact a member of the Senior Management team or the DSL to carry out these duties, as the rest of the class cannot be left alone.

A record is kept by the school of any instances in which a pupil is missing from school without satisfactory permission and documentation, including the action taken and the pupil's explanation.

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

- Inform the Head and the Designated Safeguarding Lead (DSL)
- Ask the Head of School to ring the pupil's parents as soon as practically possible and explain what has happened, and what steps have been set in motion. Ask them to come to the School at once
- The DSL would notify the Police
- The Head would arrange for staff to search the rest of the school premises and grounds
- If the pupil's home is within walking distance, a member of staff may be asked to check if the pupil has gone home and would set out on foot to attempt to catch up with him/her



- The DSL would inform the Children and Family Hub and the Designated Officer (JDO)
- The School would cooperate fully with any Police investigation and any safeguarding investigation by the local authority.
- Inform the Chair of Governors
- The School's insurers would be informed

During the course of the investigation into the missing pupil, the School, in consultation with the JDO, will decide what information should be given to other parents, staff and other pupils and how press enquiries are to be dealt with.

A full record of all activities taken up to the stage at which the pupil was found would be made for the incident report. If appropriate, procedures would be adjusted.

The School will always consider the wider circumstances around a child going missing from School and whether there are wider safeguarding concerns that may need to be addressed in line with the School's Child Protection policy.

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 pupils were present
- An adult would search the immediate vicinity
- Inform the Head and the DSL by mobile phone
- The remaining pupils would be taken back to school as soon as reasonably practicable
- Ask the Head 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 venue manager and arrange a search (where relevant)
- Contact the Police immediately
- The DSL would inform the Children and Family Hub and the JDO
- The School would cooperate fully with any Police investigation and any safeguarding investigation by the local authority
- Inform the Chair of Governors without delay
- The School's insurers would be informed as soon as reasonably practicable if the child is injured,

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. The school will review its procedures and, if appropriate, these 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 pupils to ensure they understand why they should not leave the premises/separate from a group on an outing
- The Head will speak to the parents to discuss events and give an account of the incident (having discussed this beforehand with the JDO if necessary)
- The Head will promise a full investigation (if appropriate involving the Children and Family Hub)
- Media queries should be referred to the Head (after discussion with the JDO if appropriate)
- 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, as well as lessons for the future.
- Consider whether actions need to be taken in line with the School's Child Protection policy where there are concerns about the welfare of the child.

Part Two: Procedures to be followed by staff when a child is not collected on time

If a child is not collected within 10 minutes of the agreed collection time, we will call the contact numbers for the parent or carers. Where reasonably possible the School will hold more than one emergency contact number for each pupil. If there is no answer, the teacher on duty will begin to call the emergency numbers for this child. 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 before closure of the school site, the Head of Pre-Prep, Juniors, the Deputy Head or the DSL will contact the Social Care Duty Officer (either via the police on 01534 612612 or via the hospital switchboard on 01534 442000. Children and Family Services 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. The School will make a full written report of the incident.

The School will look after the child safely throughout the time that they remain under our care, until such a time as the child has been collected by a parent, guardian or carer, or until appropriate, alternative care arrangements have been made with Children and Family Services and/or the Police in order to prioritise the child's safety. The School's DSL will keep a record of incidents where parents/carers do not collect a child from school or are late for no explained or good reason, or where there are repeated incidents. If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the School's child protection policy and procedures detailed in its staff behaviour and child protection policies.



Particular circumstances for all pupils

Children on a Child Protection Plan

Where a child is subject to a Child Protection Plan and identified as missing, contact will be made immediately with the social worker. If the social worker cannot be contacted, the Children and Family Hub will be informed. If we believe that the child is at serious risk of potential harm, the police will be contacted.

Pupil records

Where the child's name has been removed from the school roll, but he/she has not been located, arrangements are made for the pupil's records to be retained in the school archive provision until they are informed that the child has been located.

If St Michael's receives a new pupil without getting information from his or her previous school, we will contact the head teacher from the school which the child has transferred as a matter of urgency.

If St Michael's have been involved with a child and become aware that they have moved to another school we will ensure that all relevant agencies are informed and arrangements are made to forward a copy of relevant records.

Education Other Than At School (EOTAS)

When the Head is notified by a parent that they intend to register their child as receiving education other than at school (EOTAS), then the Head will inform them that they need to apply for this through CYPES. [EOTAS - Gov.je](#)

When a child is recorded as EOTAS, the pupils' records will be stored in the school archive.

The involvement of the Educational Welfare Officer (EWO)

Where a child has moved away from Jersey and not arrived at the receiving school, the DSL and the Head will ensure that contact is made with the EWO. The EWO will contact the receiving local authority to ascertain the whereabouts of the child, if he deems appropriate. Once the location of the child is established, the relevant local authority is responsible for ensuring that the child is receiving an education either by attending school or otherwise.