

MISSING CHILD POLICY AND PROCEDURES WHEN A CHILD IS NOT COLLECTED ON TIME

April 2025

EARLY YEARS FOUNDATION STAGE (EYFS)

PART ONE: MISSING CHILD POLICY

INTRODUCTION

The welfare of all of our children at Newcastle School for Boys is our paramount responsibility. A child going missing from education, particularly on repeat occasions, is a potential indicator of abuse or neglect, including sexual exploitation and so called 'honour-based' violence. 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. 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 Department for Education's guidance, [Keeping Children Safe in Education 2024](#). 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.

INFORMATION FOR PARENTS

The enhanced supervisory arrangements for outings involving our youngest children are set out in a detailed policy document: [Educational visits policy for EYFS pupils](#) which is on our website and can be provided to parents on request. 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 and read Part 1 of [Keeping Children Safe in Education 2024](#).

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, staff must inform the Designated Safeguarding Lead (DSL) or another member of the School's leadership team (SLT) without delay. The DSL or member of the SLT will consider notifying the local authority at the earliest opportunity.

The School admission register, also known as the School roll, contains specific personal details of every pupil in the School along with the date of admission or re-admission to the School, information regarding parents and carers, and details of the school last attended.

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.

The School also has an attendance register which records pupil attendance. The attendance register is taken at the start of each morning session of each school day and once during each afternoon session. On each occasion we will record whether each registered pupil is physically present in school or, if not, the reason they are not in school by using the appropriate national attendance and absence codes from regulation 10 of the School Attendance (Pupil Registration) (England) Regulations 2024.

Registers are legal records. The School will preserve every entry in the attendance or admission register for six years from the date of entry. Where amendments are made to the registers, the School will ensure the register shows the original entry, the amended entry, the reason for the amendment, the date on which the amendment was made, and the name of the person who made the amendment.

ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD IN EARLY YEARS GOES MISSING FROM THE SCHOOL

The School's 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, the School would carry out the following actions in order of priority:

- Take a register to ensure that all other children are present.
- Check the sign in/out registers located in the Nursery.
- Inform the Assistant Head (Early Years) and the Head of the Junior School or any other member of the SLT if they were unavailable.
- 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 North Avenue, both inside and out, carefully checking all spaces, cupboards, washrooms etc. where a young child might hide.
- Check the doors, gates and CCTV records for signs of entry/exit.

If the child is still missing, the following steps would be taken in order of priority:

- Inform the Head and the Designated Safeguarding Lead (DSL).
- Head of Junior School 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 DSL/Head would notify the police.
- The Head or Head of Junior School 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.
- The DSL would inform the [Newcastle Safeguarding Children Partnership \(NSCP\)](#) and the School's local authority designated officer (LADO).

- The School would co-operate 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.
- If the child is injured, a report would be made under RIDDOR to the Health & Safety Executive (HSE).

During the course of the investigation into the missing child, the School, in consultation with the LADO, 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.

ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD IN EARLY YEARS GOES MISSING ON AN OUTING

In order of priority:

- An immediate head count would be carried out in order to ensure that all other children were present.
- An adult would search the immediate vicinity.
- Inform the DSL and Head of Junior School by mobile phone as required.
- The remaining children would be taken back to school.
- Ask the Head of Junior School to ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to either the venue or the school at once.
- Contact the venue manager and arrange a search.
- Contact the police.
- The DSL would inform the NSCP and the School's LADO.
- The School would co-operate fully with any police investigation and any safeguarding investigation by the local authority.
- Inform the chairman of governors.
- The School's insurers would be informed.
- If the child is injured, a report would be made under RIDDOR to the Health & Safety Executive (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. The School would subsequently review its procedures and, if appropriate, these would be adjusted.

ACTIONS TO BE FOLLOWED BY STAFF ONCE THE CHILD IS FOUND

In order of priority:

- Talk to, take care of and, if necessary, comfort the child.
- According to circumstances, 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 of Junior School will speak to the parents to discuss events and give an account of the incident (having discussed this beforehand with the LADO if necessary).
- The Head of Junior School will promise a full investigation (if appropriate involving the NSCP).
- Media queries should be referred to the Head (after discussion with the LADO 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 they appeared to have gone missing, as well as lessons for the future.

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 local authority of any pupil who fails to attend school regularly or has been absent without the school's permission for a continuous period of ten school days or more.

Prolonged and/or persistent absence

Where a pupil has not returned from a period of leave or has had a continuous period of absence, the School, together with the Local Authority, may need to carry out joint reasonable enquiries under regulation 9(1)(h) or (l) of the School Attendance (Pupil Registration) (England) Regulations 2024 to try to find out where the pupil is.

Where a pupil has been continuously absent without authorisation for a period of not less than 20 school days (and there are no reasonable grounds to believe the pupil is unwell or unable to attend because of any unavoidable cause), and the school and local authority have failed, following reasonable enquiry, to ascertain where the pupil is, the school may delete the pupil's name from the admission register. The school will inform the local authority of such deletion no later than the time at which the pupil's name is deleted from the register.

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.

EARLY YEARS FOUNDATION STAGE (EYFS)

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

If a child is not collected within half an hour of the agreed collection time, the School will call the contact numbers for the parent or carers. If there is no answer, the Head of Junior School 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 within a one-hour period/when the premises are closing, the Head of Junior School will contact the Social Care Duty Officer. 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. The School will make a full written report of the incident.

The School undertakes to look after the child safely throughout the time that they remain under its care, until such a time as he has been collected by a parent, guardian or carer, or until appropriate, alternative care arrangements have been made with Social Care 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 [*Safeguarding and child protection policy*](#) and procedures detailed in [*its Staff behaviour policy*](#).

NON-EARLY YEARS FOUNDATION STAGE

PART ONE: MISSING CHILD POLICY

INTRODUCTION

The welfare of all of our children at Newcastle School for Boys is our paramount responsibility. A child being absent from education, particularly for prolonged periods and/or on repeat occasions, can act as a vital warning sign to a range of safeguarding issues including abuse or neglect, child sexual and/or criminal exploitation and county lines. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation, so called 'honour'-based abuse or risk of forced marriage.

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. 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 Department for Education's guidance, [Keeping Children Safe in Education 2024](#).

INFORMATION FOR PARENTS

Our [Pupil supervision policy](#) describes:

- The arrangements for children arriving at school and leaving the premises 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. A register of pupils is taken at the start of the morning and afternoon sessions. Parents are responsible for notifying the school if their child is absent for any reason. The School will always contact the parent if the child fails to arrive at school without an explanation.
- 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 pupils are set out in a detailed policy document: [Educational visits for pupils](#). 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 Part 1 of [Keeping Children Safe in Education 2024](#).

ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD (NON-EYFS) GOES MISSING FROM THE SCHOOL

The School's procedures are designed to ensure that a missing child is found and returned to safe and effective supervision as soon as possible. If a child was found to be missing, the School would carry out the following actions in order of priority:

- Check with the pupil's friends to see if they know their whereabouts
- Check with the relevant school office who will check iSAMS registers and Inventory for sixth formers or other users.
- Inform a member of the SLT.
- Call the pupil's mobile telephone.
- Ask all the adults and pupils calmly if they can tell the School 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 any available 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 pupil is still missing, the following steps would be taken in order of priority:

- Inform the Head and the DSL.
- The Head or appropriate Deputy would ring the pupil's parents, explain what has happened, what steps have been set in motion and ask them to come to the School at once.
- The DSL/Head would notify the police.
- The Head or their deputy 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 would set out on foot to attempt to catch up with him/her.
- The DSL would inform the NSCP and the School's LADO.
- The School would co-operate 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.
- If the pupil is injured, a report would be made under RIDDOR to the Health & Safety Executive (HSE).

During the course of the investigation into the missing pupil, the School, in consultation with the LADO, 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 [Safeguarding and child protection policy](#).

ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD (NON-EYFS) GOES MISSING ON AN OUTING

In order of priority:

- 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.
- The Head or his deputy would 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.
- Contact the police.
- The DSL would inform the NSCP and the School's LADO.
- The School would co-operate 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.
- If the child is injured, a report would be made under RIDDOR to the Health & Safety Executive (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. The School will review its procedures and, if appropriate, these would be adjusted.

ACTIONS TO BE FOLLOWED BY STAFF ONCE THE CHILD IS FOUND

In order of priority:

- Talk to, take care of and, if necessary, comfort the child.
- According to circumstances, 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 or his deputy will speak to the parents to discuss events and give an account of the incident (having discussed this beforehand with the LADO if necessary).
- The Head will promise a full investigation (if appropriate involving the NSCP).
- Media queries should be referred to the Headmaster (after discussion with the LADO 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 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 [Safeguarding and child protection policy](#) where there are concerns about the welfare of the child.*

DUTY TO REPORT

The School will inform the local authority of any pupil who fails to attend school regularly or has been absent without the school's permission for a continuous period of ten school days or more.

Where a pupil has been continuously absent without authorisation for a period of not less than 20 school days (and there are no reasonable grounds to believe the pupil is unwell or unable to attend because of any unavoidable cause), and the school and local authority have failed, following reasonable enquiry, to ascertain where the pupil is, the School may delete the pupil's name from the admission register. The School will inform the local authority of such deletion no later than the time at which the pupil's name is deleted from the register.

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.

NON-EARLY YEARS FOUNDATION STAGE

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

If a child is not collected within half an hour of the agreed collection time, the School will call the contact numbers for the parent or carers. If there is no answer, a member of the SLT/teacher 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 within a one-hour period/when the premises are closing, the Head or his deputy will contact the Social Care Duty Officer. 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. The School will make a full written report of the incident.

The School undertakes to look after the child safely throughout the time that he remains under our care, until such a time as he has been collected by a parent, guardian or carer, or until appropriate, alternative car arrangements have been made with Social Care 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 [*Safeguarding and child protection policy*](#).