

*Ridgeway Infant School is a safe happy, place where everyone does their best!*

# CHILDREN MISSING FROM EDUCATION POLICY



Date agreed: 14<sup>TH</sup> March 2017

Minute Ref: FGB16/088

Signature of Chair of FGB:

Review Due: SUMMER 2020

Responsibility of the Full Governing Body

## **Introduction**

Every effort is made to ensure the safety of the pupils whilst they are in the school's care. To prevent a child going missing all children are registered twice a day, at the start of the school day and after lunch. The registers are completed on line / or paper copies returned to the school office so any absences can be followed up by calling parents or carers.

When there is an off-site visit, it is the responsibility of the group leaders to ensure that a regular register is taken or head count made. This will depend on the nature of the visit, the mode of transport used and the location.

The children of Ridgeway Infant School do not walk home alone. If no approved adult is there at normal pick up time, the child will be supervised until 3.50pm. If the relevant adult has not arrived to collect their child by 3.50pm, the child will be left in the care of the person on duty whilst enquiries are made and they are collected (refer to Child Left at School policy).

When a child is collected from school during the school day whether due to illness or a pre-arranged appointment, they must always be collected and signed out from the school office to note that they are no longer on the school premises. Children are not allowed to leave the school premises alone during the school day for any reason. They must be collected by an approved adult. The office are aware of parents, carers and relatives who we have been informed are not allowed to collect children from school in the school office.

It is the responsibility of the member of staff on playground duty whether teaching or supervising play to ensure that the children remain safe. Any visitors to the school are recorded arriving and leaving and have the appropriate DBS and Disclosure by Association identity checks. All parents and carers who come to school during the school day or after the day has ended are requested to report to the school office. All staff and approved visitors must wear the appropriate school identity badge.

## **Missing Child Procedure**

*Procedure 1 – If a child is noted to be missing from the school premises;*

- One member of staff should call the register to check and establish which child is missing.
- Check to see if the child is having First Aid
- Check with the school office immediately as to whether the child has another commitment e.g. school trip, external appointment etc
- Inform SLT immediately of the situation and then a staff member on duty in the school office.
- All available staff will check school grounds and rooms to ensure that each child has not hidden or been locked in anywhere within the boundary. This search should take no longer than 10 minutes.
- A staff member on duty in the School Office will contact the police and the parents/carers (unless there are reasons connected with the child's welfare which indicate that this should not be done.) This phone call should occur no less than 10 minutes after the child's absence was first noted.
- A written record of the incident and any action taken should be made as soon after the incident as is practicable and placed in the pupil's confidential record.

*Procedure 2 – If a child insists on leaving the premises:*

- If a child insists on leaving the school premises with the knowledge of the staff and cannot be persuaded by them to stay on the premises and if it is thought that the child may be a danger to him/herself or others then reasonable force to return the child to the school premises should be used and documented.
- Parents/carers will be contacted immediately.
- If there are not enough staff to leave the premises the staff member on duty in the school office will call the police and inform the parents/carers immediately.
- A written record of the incident and any action taken should be made as soon after the incident as is practicable and placed in the pupil's confidential record.

*Procedure 3 - If a child is on roll but does not attend:*

- If school have a concern a child has gone missing school office will ring all contact numbers including emergency contacts.
- School classteacher will discuss with the pupils friends to find out any further information (child may have gone on holiday).
- Child has been absent for 12 schools days and no contact has been made then refer to EWO (Referral Form Appendix 1).
- Follow EWO advice (Appendix 2). School to write home with 20 day date that they will be removed from role unless contact is made.

**Lost Pupil Database (LPD)**

The LPD is not a separate database, it is a searchable area of the S2S website containing CTFs of pupils where the destination (or next) school of the pupil is not known to the school the pupil is leaving. Where a school knows that a pupil is leaving but cannot identify the school to which the pupil is transferring, the school creates a CTF with just that pupil in it and identifies the destination school as unknown. The CTF file is then posted to the S2S website.

The Local Authority has established procedures for checking the S2S lost pupils website in order to conduct investigations into the whereabouts of pupils whose last known school was in Derby. The Local Authority informs the previous school/local authority that the child has been placed.

A similar process is used when a pupil is leaving a school and is known to be transferring to a non-maintained school or to a school outside England and Wales.

The purpose in providing this "searchable area" of the website is to provide a facility whereby local authorities, on being requested by a school which has just enrolled a new pupil but cannot identify the previous school to request a CTF, can search for a CTF which may have been "posted" there by the previous school.

**Responsibilities for Appropriate Action**

The Statutory guidance requires Derby City Council to have: 'A named individual responsible for receiving information about children of compulsory school age in their area who may not be receiving a suitable education at school or otherwise, and for brokering support for them through the most appropriate agencies.' The named individual for the purposes of enquiries to/from other LAs is the service manager of the EWS.

Responsibility for taking action when a young person is identified as not receiving education lies initially with the city council service who first identify the child as being CME; where possible, the parent/carer should be supported if necessary to apply for a school place but where there is doubt about the situation, a referral should be made to the named responsible officer. Also, there is close liaison between the school admissions service, the EWS and staff in the Performance and Improvement team including when a routine admissions procedure does not result in a child entering education as expected.

Parents/Carers have a legal right to educate their children at home. Where a parent/carer states that their child is to be educated at home the school should inform the LA of this change of circumstance. Education of children at home by their parents/carers is not in itself a cause for concern about the child's welfare. However, they should still notify the LA so that the Elective Home Education Co-Ordinator can be notified of the child's status in order that the appropriateness of the provision can be confirmed.

By uploading CTFs to the LPD (when the child's destination or next school is unknown, or if the child moves abroad/transfers to a non-maintained school) local authorities and schools are ensuring that these details are being held on a secure website.

#### N.B

Missing – anyone whose whereabouts cannot be ascertained and where the circumstances are out of character or the context suggests the person may be subject of crime or at risk of harm to themselves or another.

Absent – a person not at a place where they are expected or required to be. In Derbyshire Constabulary we will only treat an individual as absent for up to 24 hours. After that time they will be classed as missing.

February 2017

**Referral to Missing Children Tracking Officer (EWO)**

*Please include an attendance certificate up to and including last day on roll.*

Start date (date of referral)	
End date (10 working days from start date)	

**Missing Child's Personal Details:**

Name:	
Ethnicity:	
DOB:	
UPN No:	
Tribal No:	
Last Known Address:	
School:	
Name of Parent/Carer:	
Tel No: Home Mobile:	

**Siblings of Child:**

Name/s:
DOB/S:
School/s:
Outcome of EWO discussions and school discussions:

**Emergency Contact Details**

Name:		Name:	
Relationship:		Relationship:	
Address:		Address:	
Tel:		Tel:	

## **Support from Education Welfare Officer**

Taken from the Local Authority procedures

### **Day 13 EWO should pick up if no contact from school.**

Home visit – key points to look for:-

- Is the house empty?
- Is the post on the floor?
- Is the grass long so could have been empty for a long time?
- Is there a 'to let' sign up? If so contact the letting agency. Explain safeguarding of a child and they should give you the information if they know where they are.

Contact local housing office.

- Is this a derby homes property?
- Did they give notice?
- Have they a forwarding address?
- Other contact numbers?

Check with school nurse.

- Have they shown up at a GP/ hospital in another area?
- Have they a medical condition that is likely they will return to their appointment for?

Check tribal

- Are there any siblings?
- Have they gone missing? Link up with that EWO etc.

Check CCM

- Are there any concerns for this family? If there are consider calling the police to report as a missing child.
- Are there other agencies involved? If there are contact them to see if they have any information.

Are they likely to be known to Adems team? If they are contact him.

- Ask if his team can do a home visit?
- Ask in the community if they know where the family has gone?

Check admissions systems. Any new applications received?

**Complete missing children form and pass to CME electronically on day 21.**

## Referral form to Education Welfare Office

### Information from School/EWO

*Please include dates of all contacts and checks made.*

Name of referrer:	
Contact number:	
Detail any concerns from school and if there is any Social Care involvement:	
Last day attended sch:	
Date letter sent from school with removal from roll:	
Date of home visits and information:	
Speak to neighbours:	
Phone calls:	
Letter sent:	
Are Adem's team involved? Date email/tcall:	
Ring school nurse for new address/last contact. Date:	
Possible whereabouts?	
Information from Admissions:	
Other agency information:	
Date letter sent to Child Benefits:	

***If you think the young person may be at risk please consider a safe and well check with the police and ask them to file a missing persons report. Please indicate on this form that you have done this.***