



Missing Pupil and Non-Collection Policy

for the whole School including EYFS

Policy revised by	JP
SLT Review Period	3 years
Last SLT Review	April 2021
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1. Our Mission

Staff, pupils, parents and governors at *Beechwood Park* understand the core *Mission* of the School, which is to *Nurture, Engage* and *Inspire* all of its pupils. As demonstrated by the images of the *Beechwood Tree* posted in key locations around the School, our primary purpose is to **nurture** the young people in our care.

Nurture

Nurture at *Beechwood* advocates happiness, wellbeing, fun, enjoyment community, safety, security, thriving and friendship. These provide rich soil into which pupils can bury deep roots of engagement. *Beechwood's* child-centred educational philosophy encourages pupils to recognise the part they play in the School's success; this is their School, to which they belong and in which they play important roles, each according to their unique abilities and strengths. In accordance with *Mazlow's Hierarchy of Needs*, we believe that if our pupils feel nurtured they will **engage** influentially in their learning in and out of *School*.

Engage

Engagement defines how *Beechwood* pupils incrementally develop confidence and independence across a wide range of academic, co-curricular pastoral and spiritual educational experiences. Engagement encourages pupils to establish increasingly independent dialogues with their teachers, recognising them as resources and working in partnership with them. Whilst pupils learn to develop independent learning styles, they also develop collaborative learning, working with others, promoting participation, curiosity, attentiveness, perseverance, determination and scholarship. Through effective engagement the School **inspires** in pupils the skills which will prepare them for a future life of learning.

Inspire

Inspiration is a two-way process; we inspire in pupils with the skills which will powerfully contribute to their success in future years. The School celebrates pupil engagement and attainment in many ways, enabling pupils to recognise their successes and to build upon them. The *Beechwood Tree* identifies these core skills.

Values

Beechwood pupils decide on the School's sixteen fortnightly core *Values* which underpin the *School Mission*. The *Deputy Head (Pastoral)* decides on the annual order of the *School Values*, assigning one *Value* to each fortnight throughout the School year. He publishes each *School Value of the Fortnight* as the first slide on the projected assembly notices at every Monday, Thursday and Friday assembly, enabling the *Head* or the *Chaplain* to develop pastoral messages around each one. *Form Teachers* and other staff refer closely to these core *Values* throughout the fortnight in *Form Periods*, in *PSHEE* lessons, in all areas of School life.

2. Statement

In accordance with the School's Mission and Values, the School puts in place measures to ensure that staff can protect the safety and security of the pupils when under the School's duty of care.

The School minimises the risk of pupils going missing and acts appropriately in the event that a child is identified as missing from School.

This policy sets out the procedures for dealing with a child going missing or not being collected on time.

This policy pays due regard to the [Independent School Regulatory Requirements, Early Years Statutory Framework](#)

3. Registration

Form Teachers register pupils on *iSAMS* using DfE codes. A *Receptionist* checks the register to identify the pupils who are not registered once *Registration* is closed at 0915.

Staff register every pupil again in the afternoon either in forms, or at lunchtime when entering the Dining Rooms.

Furthermore, staff register all pupils at the beginning of each lesson and follow-up any absences. Really?

All boarders? Each pupil who boards register at the end of the School day; any pupils who are expected to board and do not register are then checked up on by the duty staff. Boarders are checked again at tea, there is a full registration at 8.00pm after activities, and then at bed-time using nightly dormitory lists.

Woodlands Nursery staff register all pupils in and out of School on a paper-based system and on *iSAMS* for all morning and afternoon sessions that they attend. (The School retains all registers for five years).

4. Risk Mitigation Procedures

- *Form Teachers* register promptly and accurately on *iSAMS* at the following times:

<i>Department</i>	<i>Registration Period</i>
<i>Woodlands</i>	0825 - 0855
<i>Junior</i>	0815 - 0830
<i>Middle Department</i>	0815 - 0820
<i>Senior Department</i>	0815 - 0820

Form Teachers register all pupils arriving after the registration period as late.

- When pupils arrive in School before 0815 for an early activity (choir, learning support, etc.) the member of Staff leading the activity must register the pupils on *iSAMS* at the earliest opportunity, but no later than 0820.
- Staff lock all front-line security gates at or before 0830.
- *Receptionists* investigate pupils absent without permission **without delay** and by 0930.
- At the end of a Department School day, a member of Staff on duty opens the gates. A member of staff is on duty at the exit points at each scheduled end of the School day (including after School activities). A member of Staff on duty closes the gates when the last pupil has left.
- For break times, staff rotas ensure that appropriate levels of supervision are in place at all times.
- It is the responsibility of all staff to be aware of how many pupils are present at any time in lessons.

- Pupils in the Junior, Middle and Senior Department who arrive late must sign in at the Front Desk and the *Receptionists* records them in the register;
- Pupils in the Junior, Middle and Senior Departments who leave early sign out at Front Desk.
- Nursery Practitioners sign in and out of each session all Woodlands Nursery pupils. If any other adult than the regular person is going to collect a pupil, parents must inform their child's designated practitioner who must indicate the name of the person to collect in the register comments column. Parents choose a password which they share with their designated practitioner; if someone unfamiliar collects a child the practitioner will ask for the password and check it is the updated one.
- *Form Teachers* remind pupils at least at the start of every term of the boundaries of where they can and cannot go at all times of the day.
- *Form Teachers or Nursery practitioners ensure* that EYFS ratios are observed when Junior and EYFS pupils leave their designated area in order to explore the potential of the wider grounds.
- All visitors to the School enter via the main entrance and sign in. The *Receptionists* issue the visitor with a visitor lanyard which they must wear at all times and return when signing out.

5. Risk Mitigation Procedures within the Boarding House

The boarding handbook states: 'It is important that boarding staff on duty know that the relevant boarders are present.'

Therefore, the boarding Staff ensure:

- All boarders register at 4.45 pm; the member of staff on duty then checks through the list of boarders scheduled to board that night and reports to the Houseparents any boarders unaccounted for. The Houseparents investigate until they are satisfied of the boarder's whereabouts.
- Members of staff supervise all activities and there is always an appropriate staff/pupil ratio.
- The Houseparents fully brief the boarders on the boarding routine and ensure they are aware of the boundaries of where they can and cannot go during boarding time.

6. Procedures in the event of a pupil going missing

If a member of Staff believes that a pupil has gone missing, they will

- do a roll call to check the attendance of pupils in their group
- question pupils with regards to the pupil's last sighting and potential whereabouts
- send a message to the *Receptionists* who will check the registers and signing out/in record, check with Surgery, check for messages.

If the pupil remains unaccounted for the *Receptionist* will inform the Head (and Head of Junior Department for a Junior Department pupil), or in his absence the Deputy Head (Pastoral), or in his absence another member of the SLT. This person will then lead and co-ordinate the steps listed below. Woodlands Nursery will instigate a site-specific search.

The member of SLT leading the operation will

- organise a systematic search of the School buildings. This will include anywhere the pupil might hide: toilets, cupboards, dining room, classrooms, the Sports Hall, changing areas, pavilions, sheds, Library, Music Department, all play areas, all outside areas, including the car parks. They will also organise a search of the routes away from the School that the pupil might take. Staff undertaking the search must take a short-wave radio to report back progress without delay.
- endeavour to contact the parents of the missing pupil by telephone, if staff do not find the pupil after approximately 20 minutes. They will ask parents if they have collected their child early and not signing out at Front Desk, or for any information about anywhere their child may make their way to e.g relatives, grandparents, and friends. They will advise the parents that they will be contacting the emergency services and that a member of staff is searching the route that the pupil may have taken home.
- contact the police if after approximately 10 minutes they have not been able to contact the parents, or find the pupil.
- obtain from the Form Teacher, in writing, a description of what the pupil was wearing, any distinguishing features and any special medical or learning needs.
- forward all relevant information about the pupil to the police who will then take over the search.
- Make a written record of the event (see point 11).

If a pupil goes missing during boarding time, Staff will:

- Inform the member of staff in charge of the duty evening.
- Check quickly with other boarders whether they know where the missing boarder is. This is not taken as a resolution, but rather information to help track down the pupil.
- Check with medical staff on duty if the pupil is under their care, either ill, resting or they have sent them home due to illness or injury.
- If the pupil remains unaccounted for, the member of staff in charge of the duty evening will inform the HouseParents who will follow the whole school procedure detailed above.

7. School Visits

When on visits off the School premises, staff implement strategies to maximize the safety and security of the pupils in accordance with the School's trips policy. The Trip Leaders carries out a full risk assessment, shared and discussed with all staff on the trip. All Staff carry a list all the pupils' names.

Staff do a head count of pupils regularly throughout the trip, in particularly at key points and when moving to the next venue. The Trip Organiser obtains permission from parents / guardians for each trip. Staff take a School mobile phones and/or their own phone (not in EYFS) on every visit and the Trip Leader ensures all up-to-date phone numbers are on the risk assessment, with a copy in the School Office.

In the event of a member of staff fearing that a pupil has gone missing while off School premises:

- The Group Leader must ensure the safety of remaining pupils.
- One or more adults should immediately start searching for the pupil.
- The Group Leader should contact School to alert them.

- If the pupil is not found within around 10 minutes, the Group Leader must contact police by telephoning 999.
- The Group Leader should alert School that they have contacted the police and School will make arrangements to notify parents.
- The Group Leader will remain with the police to comfort the pupil when found and maintain regular contact with the School.
- The remaining staff will return to the School with the rest of the pupils if off-site.

8. Measures in place for ensuring the safe collection of pupils using the afternoon bus services from School

Risk Mitigation Procedures:

Staff implement rigorous routine strategies to maximise the safety and security of the pupils:

- Escorts/drivers have a mobile phone for contacting School if necessary.
- The member of staff checking the pupils onto the bus at the loading point will check that only pupils on the pre-prepared list may board the vehicle. The member of Staff on duty will investigate any discrepancies before they allow the vehicle to leave.
- As the pupils alight at their correct drop off point the escort/driver will ensure that they are collected by the person the pupil's parents have appointed to this task and this is recorded on the bus list so that at any one time the escort/driver is clear which pupils are still on the bus and which ones have been dropped off and collected. **When parents have delegated collection of their child to another person they will provide that person and the Transport Services with a password the driver/escort will check before releasing the pupil.**
- Pupils are not left alone at their drop off points unless they have permission to walk home alone (this is indicated on the lists, **and parents will have filled in a consent form**). If they are not collected by the appointed adult they remain on the vehicle and are returned to School where they are cared for until their parent collects them. The escort/driver will contact the member of the SLT on duty, to let them know that the pupil has not been collected and is returning to School. Front Desk will then parents will then be informed. (See below for Procedures For Dealing with The Non-collected Pupil.)
- All escorts/drivers also have a full list of parent/carer contact numbers so wherever possible they will attempt to contact the parents first to ascertain where they are/what has happened regarding the collection arrangements.
- **The Transport Manager informs parents of the drop off and collection procedures and directs them to the School Bus Service Handbook for Parents. The Transport Manager** asks parents to leave the management of the pupils to the escort/driver so that pupils alight from the bus and are handed to the adult collecting them in an orderly fashion; the escort/driver can then be sure that all the pupils have been collected by the correct person and no pupil is left behind alone. The *Transport Manager* requests that parents inform the School if there are any changes to the appointed person collecting the pupil. If that person is not known to the School then they will need to use a pre-establish password. If the escort/driver is in any doubt then they will not hand the pupil over. The *Transport Manager* also advised parents to ensure their child knows exactly where they should be dropped off before they start using the bus service.

If a pupil is considered to be missing at some point on the journey to their correct pick up point:

- The escort/driver will ensure the safety of the remaining pupils.
- The escort/driver will contact School to alert those on duty and/or the School Office of the situation.
- The School Office will contact the parents if they are not already aware of the situation.
- The bus will re-trace its steps with the parent or appointed collector on board to search for the missing pupil.
- The School Office will contact the parents of the pupils who have not been collected from the bus to inform them that there is a delay, their pupils are safe and the service will resume as soon as possible.
- If the missing pupil is not found after 10 minutes of searching, the School Office must contact the police by telephoning 999 and reporting the pupil missing.
- A member of the SLT will keep parents informed and offer support.

9. Record of Events

For any occasion where a pupil has been deemed 'missing', the lead member of Staff will record the event and forward the information to the Head. This must include:

- date, time and location of disappearance;
- who was responsible for the care of the pupil at the time;
- circumstances surrounding disappearance;
- an accurate record of the time scale of events and when parents and emergency services were contacted;
- how the situation was resolved.

10. Procedures for Dealing with a Non-Collected Pupil

In the event of a parent or guardian not collecting a pupil from the Junior Department and EYFS after 15 minutes of the end of the School session:

- A member of the Junior Department or Nursery staff will contact the *School Receptionist* to see if the parents have informed the School of any reason for the delay; if the *Receptionist* has no information they will contact the parents immediately
- The member of the Junior Department will accompany the pupil to After School Care or wait with their Form Teacher.
- Should the Receptionist be unable to contact the parent or carer by the end of the School day Staff will follow the procedures for non-collection at the end of After School Care (ASC)

In the event of a parent or guardian not collecting a pupil from ASC at the end of the day

- The ASC Supervisor will take the pupil to the Dining Room and place them in the care of the boarding team.
- The staff on boarding duty will use the contact details of the pupil to locate parents or a carer.

- If by 6:00pm (end of Boarders' Tea), the *Receptionist* has not been able to get in touch with the parents, the member of SLT on duty will inform the Police and act on their advice.

In the event of a parent or guardian not collecting a pupil from the Middle or Senior Department at the end of the day or from ASA:

- The member of Staff on duty or the ASA Leader will take the pupil to the Senior Department After School Prep activity and inform the *Receptionist*.
- The *Receptionist* will check to see if the parents have informed the School of any reason for the delay; if the *Receptionist* has no information they will contact the parents immediately and ascertain a collection time.
- If the *Receptionist* is unable to contact parents/carer, before the end of Senior Department Prep, the member of SLT on duty will place the pupil in the care of the Boarding Team.
- If by 6:00pm (end of Boarders' Tea), the *Receptionist* has not been able to get in touch with the parents, the member of SLT on duty will inform the Police and act on their advice.

THE END