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Beechwood Park School

MISSING PUPIL and NON-COLLECTION POLICY

Website: www.beechwoodpark.com

Policy Number:	BWPS - 020
Policy Applicable To:	Whole School – including EYFS
Policy Revised By:	Deputy Head
Last Review Date:	May 2025
SLT Reviewed Date:	May 2025
Governors Reviewed Date:	May 2025
Next Review Date:	May 2028

OVERVIEW:

In accordance with the School's Safeguarding and Child Protection policy, Beechwood Park 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. Beechwood Park 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 \(Nov 2024\)](#).

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, times detailed below.
- Staff register every pupil again in the afternoon either in forms, or at lunchtime when entering the Dining Rooms.
- Each pupil who boards registers 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 bedtime 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 six years.

RISK MITIGATION PROCEDURES:

- Pupils are allowed to enter the school premises between 07:30 and 08:00 when they go directly to the supervised Early Breakfast Club. If a member of staff finds a pupil in the corridor or a classroom at this time they will send/escort them to the Early Breakfast Club.
- Pupils go to their Form registration from 08:00. The member of staff on duty at the Early Breakfast Club leads the pupils in Woodlands and the Junior Department in a 'walking train' to their appropriate destination.
- Form Teachers register promptly and accurately on iSAMS at the following times:

Department	Registration Period
Woodlands Nursery	08:00- 09:00
Junior Department	08:20 – 08:30
Middle Department	08:15 – 08:20
Senior Department	08:15 – 08:20

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

The morning Registration Period (on iSAMS) is between 07:30-09:30.

- Staff lock all front-line security gates at **08:25**.
- Front Desk investigate pupils absent without permission **without delay** and by 09:30.
- At the end of a Department School day, a member of staff on duty opens the gates. Members of staff for each year group or After School Activity are on duty at the exit points at each scheduled end of the School day. 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 record them in the register.
- Pupils in the Junior, Middle and Senior Departments who leave early sign out at Front Desk.
- Nursery Practitioners sign all Woodlands Nursery pupils in and out of each session. 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. Front Desk issue the visitor with a lanyard which they must wear at all times and return when signing out. Staff and the Head remind pupils in assemblies that they may interact with a person wearing a green visitor (DBS cleared and safeguarding checked) or a blue (staff) lanyard but can only be with a person wearing a red lanyard if there is a person wearing a green or blue lanyard accompanying them.
- Visitors attending Lunchtime Concerts enter the building via the North Courtyard gate. The large gate at the back remains closed. A member of staff on duty ensures parents do not enter the building via the North Corridor, unless they need the use of the bathroom and in this instance the member of staff will escort them to the facilities and escort them back to the courtyard.

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.' The boarding staff ensure:

- All boarders register at 16:30; the member of staff on duty then checks through the list of boarders scheduled to board that night and reports to the Head of Boarding any boarders unaccounted for, who will 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 Head of Boarding fully briefs the boarders on the boarding routine and ensures they are aware of the boundaries of where they can and cannot go during boarding time.

PROCEDURE – IN THE EVENT OF A PUPIL GOING MISSING AT SCHOOL:

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 Front Desk who will check the registers and signing out/in record, check with Surgery, check for messages and check with the music department.
- Instigate **Emergency Procedure – Code Red**
The member of staff requiring emergency support will use the radio call sign: "Code Red Missing Child", repeated three times.
If staff hear the CODE RED call on their radio, and it is safe for them and the pupils they are in charge of, the staff member will offer assistance. All other non-essential radio traffic must stop to keep the line clear.

If the pupil remains unaccounted for Front Desk will inform the Head (and respective Head of Department), 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 signed 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, a further, approximately 10 minutes, they have not been able to contact the parents or have been able to 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 section 8).

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 to see if the pupil is in Surgery, either ill, resting or they have been sent 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 Head of Boarding' who will follow the whole school procedure detailed above.

PROCEDURE – IN THE EVENT OF A PUPIL GOING MISSING ON A SCHOOL VISIT:

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 Leader carries out a full risk assessment, shared and discussed with all staff on the trip. All trip 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 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.

MEASURES IN PLACE FOR ENSURING THE SAFE COLLECTION OF PUPILS USING THE AFTERNOON BUS SERVICES:

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 inform parents. (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-established 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.

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 Deputy Head - Pastoral. 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.

PROCEDURE 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 Front Desk to see if the parents have informed the School of any reason for the delay; if Front Desk has no information they will contact the parents immediately.
- A member of the Junior Department staff will accompany the pupil to Cub Club or they will wait with their Form Teacher.

- Should Front Desk 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 Cub Club).

In the event of a parent or guardian not collecting a pupil from Cub Club at the end of the day:

- The Cub Club 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), Front Desk has not been able to get in touch with the parents, the member of SLT on duty will decide on the next steps, which will involve continuing to attempt contacting parents or other significant contacts (on iSAMS), and perhaps organising a bed in boarding or even informing the Police and acting on their advice.

Please also refer to the School's Late Collection Policy.