

MISSING AND UNCOLLECTED CHILD POLICY

Primary person responsible for this policy: Jamie Whiteside / David Bradbury

Job title: Deputy Head / Headmaster

Last review date: June 2021

Next review date: June 2022

Relevant ISI coding (if applicable) Part 3 14b

Circulation: This policy has been adopted by the governors and is available to parents on request. It is addressed to all members of staff and volunteers and applies wherever they are working with children.

'Parents' refers to parents, guardians and carers.

At Portland Place School we aim:

- To encourage aspiration, resilience and a love of learning in our students in a secure, supportive and inclusive environment;
- To ensure each student achieves their best personally, socially and academically;
- To encourage service to our wider community leading students to respect and value its diversity.

Introduction

The welfare and security of students in our school is paramount. This policy sets out our procedures for dealing with the unlikely event of a student going missing and is applicable to all students including those in Year 6.

Systems in place to minimise the risk

- CCTV Cameras are in place at all entry points to the school and are monitored in each reception area.
- Stringent steps are taken and regular monitoring is carried out to ensure that the main entrances to all three buildings are secure during the school day. Swipe cards are used by all personnel entering each building and visitors will ring the bell.
- A member of staff is stationed on the main entry door of all three buildings at all times and is vigilant should any student attempt to leave the building.
- The attendance register is taken at the beginning of the school day and at the start of every lesson. It is the responsibility of each staff member to be aware of how many students are present.
- Students who arrive late must report to the school reception where they are recorded as late in the attendance register. Late slips will be provided to the class teacher.
- At the end of the school day Year 6 students are only released from the front entrance to a known adult. If that adult is not part of that student's family, then written permission (letter or email) by the parent to the school office, must be received; giving that adult permission to collect the student.
- Year 6 parents are required to inform the school in advance if their student is to leave with another parent or person. This system is also followed for students being collected during the day for appointments etc. All students leaving school before the end of the school day are recorded in the Student Signing Out Book at reception.
- Years 6-8 are electronically registered (Entrysign) when leaving the buildings to conduct walk overs or attend school. They are registered again before returning.

In the event of student being found to be missing it is vital that prompt action is taken.

Procedure

1. The last known whereabouts of the student is established if possible.
2. The Student Signing Out Book is checked.
3. Entrysign is checked for last known location
4. A search is immediately made of the surrounding area including toilets, cupboards and other areas where a student could conceivably hide.
5. The Head and all members of the SLT are informed.
6. The premises are then checked thoroughly including classrooms, storage areas and all outside areas including passage ways.
7. CCTV records are all checked for signs of entry/exit.
8. Enquiries to be made through other adults within the school and in the immediate vicinity.
9. Students are also contacted on their telephone

Procedures 5-8 should be carried out simultaneously with 1-6.

If, after following all of the above, the student has still not been located then the following procedures are carried out:

1. Parents are contacted by the Head or most senior member of staff available.

Once contacted the parents should be advised to stay at home or ensure someone remains in the home in case the student arrives there. Parents are advised that the emergency services have been contacted and that a member of staff is searching the route a student may take home. Parents should be asked for information of anywhere else a student may head e.g. grandparent, other relatives, the park etc.

2. Police are informed.

Speed is essential in this situation and the police have the appropriate resources to initiate a wider search. The decision to call the police should not be delayed and it is essential that the age of the student is considered – the younger the student the more important early contact with the police is.

3. Alpha Plus Group Head Office is informed by the Headmaster and kept up to date with events.

4. Staff must not discuss the incident with anyone who has no need to know or who might be a member of the media and under no circumstances should the name of the student be divulged to any such person.

5. Legal liability should not be discussed with or admitted to anyone.

6. A complete account of the incident must be recorded in the Incident Book as follows:

- Date, time and location of disappearance.
- Who was responsible for the case of the student at the time?

- What was the student wearing?
- Are there any distinguishing features?
- The circumstances surrounding disappearance.
- The time the parents and other agencies were contacted.
- The incident is to be reported under [RIDDOR \(Reporting of Injuries, Diseases and Dangerous Occurrences Regulations\)](#) arrangements and is recorded in the Incident Book.
- If the incident warrants a police investigation, then all staff must give their full cooperation.

Actions to be followed if a student goes missing on an Educational Visit:

1. Ensure that the Group Leader is aware of the situation.
2. An immediate registration will be carried out in order to ensure that all the other students are present.
3. The group will stay still and keep together under the supervision of an adult. The Group Leader will immediately start searching for the missing student.
4. If the student is still missing after five minutes, the venue will be informed, Portland Place School will be contacted and the police will be called.
5. The Group Leader will be prepared to give the following information:
 - The Group Leader's name
 - An account of what has happened
 - Name, age and address of missing students
 - Time of the incident
 - Any special medical or learning needs
6. The Headmaster will contact the student's parents to inform them of what has occurred.
7. Alpha Plus Head Office will be informed and kept up to date with events. The protocol as outlined in the Business Continuity Plan will be followed.
8. The school will cooperate fully with any Police investigation and any subsequent safeguarding investigation by Students and Family Services.
9. A full report will be made under RIDDOR and recorded in the Incident Book. In certain circumstances, the HSE (Health and Safety Executive) will need to be informed but before any reference to HSE is made, [Law at Work](#) must be contacted for advice.

Conclusion

In the case of any such occurring, the breach of security will be identified and all possible measures will be put in place to prevent a recurrence. The Headmaster will monitor the policy and procedures and all staff are responsible for making sure that procedures are followed at all times.

Uncollected Students

Actions to be taken if a student is not collected at the end of a school day or from a trip.

Y7-11 are allowed to make their own way home. Y6 are collected by their parents or a named adult who has written permission to collect the student.

1. If parents cannot collect the student, written permission, by email or text, should be given for another adult to collect the student. The student will be looked after in the school Library.
2. If a student is not collected from school by 5pm, or after a school performance or trip, the Group Leader or senior teacher to contact parents and wait with the student until they are collected.
3. If contact cannot be made with the parents, alternative contacts on SIMS to be consulted.
4. If no responsible adult can be contacted, the DSL will call the police.

Reviewed annually by SLT