



# Ackworth School

## Missing Pupil and Late Collection Policy

This policy is applicable to all pupils, including those in the EYFS

### **Introduction**

1. The welfare of all of the pupils at Ackworth School is of paramount importance. Every adult who works at the school is aware that they have a responsibility for helping to keep all of our pupils safe at all times.
2. At Ackworth School pupils are registered in tutor groups before school starts in the morning. Registration is then taken after lunch at the beginning of the first afternoon lesson. Further registers are taken at meals and also during prep in the evening and boarders are checked finally at check in times and bed time.

A list of absentees is held in Reception and is placed on the board in the Staff Room.

### **Reporting an Unexplained Absence During the School Day**

3. Pupils absent from lessons and not on the absentee list should be reported to Reception, either by sending a pupil or by telephone. Reception will then check whether the pupil is actually absent from school and has been omitted from the absentee list, whether the pupil is at the Health Centre, whether the pupil is out on an authorised trip, whether the pupil is attending a music lesson or whether the pupil is a 'missing pupil'.

### **Missing Pupils During the School Day**

4. A pupil who has been registered as present at school but who is absent from a lesson is deemed to be a missing pupil. Once it has been ascertained that a pupil is missing the following procedures should be followed:
  - a. Reception should let the Deputy Head (Pastoral) know as soon as possible that there is a missing pupil. The Deputy Head (Pastoral) will then co-ordinate the search.
  - b. The Deputy Head (Pastoral) will then contact teachers and pupils who have taught or been with the missing pupil prior to their disappearance to determine at what point in the day the pupil was last seen.
  - c. If this initial search fails to locate the pupil, the Deputy Head (Pastoral) will arrange for a larger team of adults to search the immediate area.
  - d. If the pupil is not found within 15 minutes, the Head will be informed and a fire drill will be considered to ensure that the pupil is not on site.



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- e. If the pupil is still not located, the Deputy Head will contact the pupil's parents to explain what has happened and the procedure that has been followed. Following this the Deputy Head will notify the Police, and the School will act in accordance with Police advice.
  - f. If the pupil's home is within walking distance the Deputy Head (Pastoral) will consider sending a member of staff to walk the route.
  - g. The Deputy Head (Pastoral) will inform the Local Children Safeguarding Board and will cooperate fully with any safeguarding investigation by Social Care.
  - h. If stage (e) has been reached, when the pupil has been located this will be communicated to teaching and support staff by email or telephone.
  - i. If stage (e) is reached then the Clerk to School Committee will be informed.
  - j. Other groups that may need to be informed depending on the outcome of searches are UKVI, Ofsted and the School Insurers.
  - k. If the pupil is located but has been injured, a report will be made, under RIDDOR, to the HSE.
5. A full record of all actions taken up to the stage at which the pupil was found will be made for the incident report. If appropriate, procedures will be adjusted.

## **Reporting Unexplained Absence of Boarders Out of the School Day**

6. If a pupil is absent from Prep for any unexplained reason, the member of staff on Prep Stroll will contact the member of staff on duty in the Boarding House. The member of staff on duty in the Boarding House will then look for the pupil in House whilst the SMT member of staff on duty will continue to look for the pupil on Prep Stroll. If neither can find the pupil, he/she will be deemed a missing pupil.
7. If a pupil fails to check in at the appropriate time and after a certain 'period of grace' (no more than 30 minutes) can still not be located, that pupil will be deemed a missing pupil.
8. If a pupil is found not to be in their room after lights out and cannot be located in the Boarding House, they are deemed to be a missing pupil.
9. If a pupil is not able to be located during a fire alarm and cannot be located in the Boarding House (and the alarm is found to be false), then the pupil will be deemed to be a missing pupil.

## **Missing Boarders Out of the School Day**

10. Once a pupil is found to be missing and deemed a missing pupil the following procedures will be followed:
- a. The member of staff on duty in the Boarding House should inform the Head of House and the duty member of SMT as soon as possible that there is a pupil missing. The



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- member of SMT on duty will then co-ordinate the search. The duty member of SMT will then speak to pupils and friends of the missing pupil who may have been with the pupil prior to their disappearance to determine at what point the pupil was last seen.
- b. If the pupil is not found, the Head will be informed and a fire drill will be considered (if this has not already happened) to ensure that the pupil is not on site.
  - c. If the pupil is still not located within 15 minutes the duty member of SMT will contact the pupil's parents to explain what has happened and the procedure that has been followed. Following this the duty member of SMT will notify the Police, and the School will act in accordance with Police advice.
  - d. The duty member of SMT will inform the Local Children Safeguarding Board and will cooperate fully with any safeguarding investigation by Social Care.
  - e. If stage (d) has been reached, the Clerk to School Committee will be informed.
  - f. If stage (d) has been reached, the staff body will be informed as early as possible the next working day.
  - g. Other groups that may need to be informed depending on the outcome of searches are UKVI, Ofsted and the School Insurers.
  - h. If the pupil is located but has been injured, a report will be made, under RIDDOR, to the HSE.
11. Full records will be kept of the procedures followed and, if appropriate, procedures will be adjusted.

## **Procedure to be Followed if a Pupil Goes Missing on a Trip or Visit**

12. If a pupil is found to be missing during a school trip or visit, the following procedure should be followed:
- a. An immediate head count should be carried out in order to ensure that all other pupils are present.
  - b. An adult will search the immediate vicinity.
  - c. The Deputy Head (Pastoral) should be informed by telephone.
  - d. The remaining pupils should be taken back to transport or, on a residential trip the hotel/accommodation. If the trip is local, pupils should be taken back to school, whilst one adult remains 'on location'.
  - e. If the trip is to an 'enclosed' area (e.g. theatre, shopping centre etc.), the venue manager should be contacted to arrange a search.
  - f. The Deputy Head (Pastoral) will inform the Head and then will contact the pupil's parents within 30 minutes and explain what has happened and the procedures that have been followed. Following this the Deputy Head (Pastoral) will contact the Police, and the School will act in accordance with Police advice.
  - g. The Deputy Head (Pastoral) will inform the Local Children Safeguarding Board.
  - h. The School will cooperate with any Police investigation and any safeguarding investigation by Social Care.



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- i. If stage (f) has been reached, the Clerk to School Committee will be informed.
- j. Other groups that may need to be informed are UKVI, Ofsted and the school insurers, depending upon the outcome of searches.
- k. If the pupil is located but has been injured, a report will be made, under RIDDOR, to the HSE.

13. Full records will be kept of the procedures followed and, if appropriate, procedures will be adjusted.

## **Procedures To Be Followed By Staff When A Pupil Is Not Collected On Time**

14. If a pupil is not collected within an hour of the agreed collection time, the School will call the contact numbers for the parent. During this time the pupil will be safely looked after by the School. Appendix I details the procedure to be followed if a pupil is not collected from Coram House at the agreed collection time.

15. If there is no response from the parent's contact numbers or the emergency numbers within a three hour period the Deputy Head (Pastoral) will contact the Social Care Duty Officer. The School will be able to offer emergency accommodation for the pupil, but if it is more appropriate Social Care will make emergency arrangements. Social Care will arrange for a visit to be made to the pupil's house and will check with the Police. The School will make a full written report of the incident. The Clerk to School Committee will be informed as well as Ofsted.

16. Full records will be kept of the procedures followed and, if appropriate, procedures will be adjusted.

## **Procedures To Be Followed If A Pupil Goes Missing Between Leaving School And Getting Home**

17. If a pupil leaves the school site but fails to arrive at home, the Deputy Head (Pastoral) will be informed and will try to contact the pupil by mobile phone. If contact cannot be made, the Deputy Head (Pastoral) will try to contact anybody giving a lift home to the pupil and friends the pupil may have seen last to try to ascertain the last known movements of the pupil.

18. If the pupil is still missing then after an appropriate time (and within three hours) the Deputy Head (Pastoral) will inform the Head and then the Police and the Social Care Duty Officer. The School will cooperate with any Police investigation and any safeguarding investigation by Social Care. The School will make a full written report of the incident and the Clerk to School Committee will be informed.

19. Full records will be kept of the procedures followed and, if appropriate, procedures will be adjusted.



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## Appendix I

### Coram House: Procedures To Be Followed By Staff When A Pupil Is Not Collected On Time

#### In Coram House Nursery:

1. If a child is not collected on time and no notification has been given regarding any delay, then every effort will be made by the Nursery Manager or Deputy Manager to contact the parent/carer as soon as possible. If contact cannot be made then the emergency contact numbers will be used.
2. Two staff must stay in the Nursery until the child is collected. At 6.00pm, the member of SMT on duty in Senior School will be alerted.
3. If the child has still not been collected at 6.15pm, the member of staff will assess if the child feels secure enough to stay with the member of SMT on duty or House staff. If the child is upset in any way, every attempt will be made for a member of the Nursery staff to stay but this cannot be guaranteed.

#### In Coram House:

4. If a Pre-Prep child is not collected at 3.30pm they are automatically signed into the 'Squirrel Club' and childcare by their teacher. They will not be signed out until a parent/carer collects them.
5. If a Prep child is not collected by 3.40pm they will automatically be sent by a member of the Senior Management Team on gate duty to sign into Early Childcare or Early Homework Club.
6. If a Prep child is not collected at the next collection time of 4.30pm they will be sent by the member of staff on gate duty to join their year group homework session.
7. If a parent does not collect their Prep child at 5pm they will be registered into the Late Childcare session.
8. Parents are requested to leave a message on the office answer phone if they are delayed in collecting their child. This phone is checked regularly by the Senior Member of staff on duty and messages regarding any delays passed on to the staff and child. The phone is checked again just before 5.30pm.



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## **Late Tea: 5.30pm-6.00pm:**

9. The Childcare Team return to the office to check if any messages have been left by a parent who has failed to collect their child. They use the Emergency Contact Numbers to contact parents/ relatives. The SMT mobile number is given to the parent and the number of Girls' School House or Boys' School House.

## **Notified Late Collection at 5.30pm:**

10. If the parent has made contact that they will be late, they can collect their child from the Dining Room where the children staying for 'Late Tea' are with 2 members of staff from the Coram Childcare Team.

11. The childcare team must photocopy the Emergency Contact Form for the child whose parent/ guardian is going to be late so that contact can be made with them if necessary. (This can be shredded afterwards)

## **Notified Late Collection at 6.00pm:**

12. If a parent has made contact that they will be late i.e. post 6.00pm, the circumstances and possible estimated collection time must be discussed fully with the parent.

13. The parent will be informed that the child will be passed into the care of the Senior Management Team of Senior School. A decision will be made for the child depending upon their age to join a Senior School 'Prep' session or alternatively they may be sent to Boys' School House or Girls' School House. The parent will be informed of the SMT mobile number and the number of the relevant Boarding House if applicable.

**The SMT mobile is: 07767 882780**

14. A member of the Childcare Team must notify the Senior School Member of Staff (SMT) on duty and inform them of the arrangements that have been discussed.

## **Unnotified Late Collection:**

15. A member of the Childcare Team will contact the parent at 6.00pm and the procedures carried out as above.

16. If contact can not be made the procedures from the Missing Pupil Policy will be followed as below from the Missing Pupil Policy:



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## **Missing Pupil Policy: Procedures to be followed by staff when a pupil is not collected on time**

14. If a pupil is not collected within 5 minutes of the agreed collection time (i.e. 6.05pm), the School will call the contact numbers for the parent. During this time the pupil will be safely looked after by the School.

15. If there is no response from the parent's contact numbers or the emergency numbers within a three hour period the Deputy Head (Pastoral) will contact the Social Care Duty Officer. The School will be able to offer emergency accommodation for the pupil, but if it is more appropriate Social Care will make emergency arrangements. Social Care will arrange for a visit to be made to the pupil's house and will check with the Police. The School will make a full written report of the incident. The Clerk to School Committee will be informed as well as Ofsted.

16. Full records will be kept of the procedures followed and, if appropriate, procedures will be adjusted.



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## Appendix 2:

**Coram House Procedures to be followed if a pupil goes missing during the School Day.  
This is applicable to Coram House Nursery and Coram House**

### **In Coram House Nursery and Coram House:**

- a. The Head of Coram House should be alerted as soon as possible that there is a missing pupil. The Head of Coram House will then co-ordinate the search and inform Senior School Deputy Head (Pastoral) so that others can help take part in the search. The rooms and garden area will be checked.
  - b. If the pupil is not found, a fire drill will be considered to ensure that the pupil is not on site.
  - c. If this initial search fails to locate the pupil, the Head of Coram House will coordinate a larger team of adults to search the immediate area.
  - d. If the pupil is still not located within an approximate 15 minute timescale, the Head of Coram House will contact the pupil's parents to explain what has happened and the procedure that has been followed. Following this the Head of Coram House will notify the Police, and the School will act in accordance with Police advice.
  - e. If the pupil's home is within walking distance the Head of Coram House will consider sending a member of staff to walk the route.
  - f. The Head of Coram House will inform the Local Children Safeguarding Board and will cooperate fully with any safeguarding investigation by Social Care.
  - g. If stage (d) has been reached, when the pupil has been located this will be communicated to teaching and support staff by email or telephone.
  - h. If stage (d) is reached then the Clerk to School Committee will be informed.
  - i. Other groups that may need to be informed depending on the outcome of searches are Ofsted and the School Insurers.
  - j. If the pupil is located but has been injured, a report will be made, under RIDDOR, to the HSE.
5. A full record of all actions taken up to the stage at which the pupil was found will be made for the incident report. If appropriate, procedures will be adjusted.



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## Appendix 3

### The procedure to be followed **Procedure to be Followed if a Pupil Goes Missing on a Trip or Visit**

12. If a pupil is found to be missing during a school trip or visit, the following procedure should be followed:
  - a. An immediate head count should be carried out in order to ensure that all other pupils are present.
  - b. An adult will search the immediate vicinity.
  - c. The Head of Coram House and Senior School Deputy Head Pastoral of the School should be informed by telephone.
  - d. The remaining pupils should be taken back to transport or, on a residential trip the hotel/accommodation. If the trip is local, pupils should be taken back to school, whilst one adult remains 'on location'.
  - e. If the trip is to an 'enclosed' area (e.g. theatre, shopping centre etc.), the venue manager should be contacted to arrange a search.
  - f. The Head of Coram House will inform the Head and contact the pupil's parents within 30 minutes and explain what has happened and the procedures that have been followed. Following this the Deputy Head (Pastoral) will contact the Police, and the School will act in accordance with Police advice.
  - g. The Deputy Head (Pastoral) will inform the Local Children Safeguarding Board.
  - h. The School will cooperate with any Police investigation and any safeguarding investigation by Social Care.
  - i. If stage (f) has been reached, the Clerk to School Committee will be informed.
  - j. Other groups that may need to be informed are Ofsted and the school insurers, depending upon the outcome of searches.
  - k. If the pupil is located but has been injured, a report will be made, under RIDDOR, to the HSE.
  
13. Full records will be kept of the procedures followed and, if appropriate, procedures will be adjusted.