

# Norwich School

## Missing Child Policy & Non-Collection of a Child

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This policy applies to pupils in EYFS.

**The School gives the highest priority to the safety of the children in its care.**

The School expects to be notified by parents or legal guardians of all pupil absences either in advance of the day or at the start of the day they are absent (details of this procedure are in the Parent Handbook). The School will follow up any unexplained absences as soon as is practicable using the procedures detailed below.

It is important to distinguish between a pupil's absence from school for an unknown reason (Children Missing in Education) and a pupil's disappearance from a lesson or activity after arrival at school.

### Missing Child (Reception)

Staff are always aware of the potential for children to go missing.

Even when all precautions are properly observed, emergencies can still arise. Therefore, members of staff will undertake periodic head counts, especially on educational visits and at transition points between sessions, in addition to the registration procedures. If for any reason a member of staff cannot account for a child's whereabouts, the following procedure will be activated:

- Appropriate care must remain in place for the remainder of the children that the member of staff is responsible.
- The most senior member of staff present must be alerted immediately.
- Searches should be made within the School, its grounds and its immediate vicinity, or in the immediate vicinity when on an Educational visit.
- If the child has not been found within a maximum of 15 minutes of searching, the police will be called on 999. The parents will be notified thereafter.
- Once the police arrive, all relevant information about the child will be passed to the police.
- If not on site, the Master of the Lower School must be advised and kept updated by the most senior member of staff present.
- A full written account of the incident must be produced by the most senior member of staff present and sent to the Master of the Lower School on the SAME DAY.
- The Master of the Lower School and Designated Safeguarding Lead will also consider whether action should be taken in accordance with the School's Child Protection policy.

Once the incident is resolved, the Master of the Lower School and relevant staff will review relevant policies, procedures and risk assessments and implement any necessary changes.

All incidents of children going missing whilst in the care of the School will be recorded in the pupil's file and in a central record of all such incidents. All incidents will be reported to the Head, who will advise the Chair of Governors as appropriate.

### Non-collection of a child (Reception)

Inevitably, parents occasionally find it impossible, because of unforeseeable events, to collect their child from the School at their designated collection time. Usually, they are able to telephone to inform the School. Under these circumstances, the School will accommodate the

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child in the After School Club. The usual charges as notified to parents will be levied for using the After School Club.

The School will ensure that all children are collected by a parent, carer or designated adult.

If a child is not collected at the pre-appointed time from school, the following will apply:

- The pupil will be signed into the After School Club, where an appropriately qualified member of staff will supervise them. The usual charges as notified to parents will be levied for using the After School Club. The parents/emergency contact numbers will be called.
- The school will keep calling the parent/emergency contact numbers for another 30 minutes if the school is unable to contact the parent/carers following the initial phone calls to each of the parents/emergency contacts.
- After every effort has been made to contact someone to collect the child, or if the parents fail to collect the child despite being notified, the school will inform Children's Services and ask the child to be collected.

A member of SMT will be on duty between 4.15pm and 6.00pm in the Lower School (or up until the point there are no pupils unaccompanied by parents left on the school premises).

Incidents of late collection will be recorded by the Head of the Pre-Prep and shared with the Master of the Lower School.