



# Warwick Preparatory School

<b>Missing / Uncollected Child Policy</b>	
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<b>Next Review Date</b>	June 2026

# Missing / Uncollected Child Policy

## Introduction and Background

The Foundation and its Schools understand their responsibility for the welfare of all their pupils and the paramount importance of this aspect of their work. The Foundation and its Schools are committed to looking after pupils safely throughout the time that they remain under our care.

Every adult who works at Warwick Prep School will have been subject to appropriate checks before appointment, will have received Child Protection training either before they have started or within the first week of commencing their position and understands their responsibility for helping to keep all pupils safe at all times.

Staffing ratios are appropriate to ensure that every pupil is properly supervised the whole time he or she is in our care.

This Policy will be publicised and brought to the attention of all parents including those with children in the Early Years' Foundation Stage.

This Policy will be kept up to date in line with any legislative changes.

This Policy should be read in conjunction with the Warwick Schools Foundation Safeguarding & Child Protection Policy and is linked to the Attendance / Registration Policy & Procedures, Crisis Management Policy, Warwick Schools Foundation Safer Recruitment. These are also regularly reviewed to ensure they are robust and effective and may be made available to parents.

This Policy outlines the procedures that will be followed at Warwick Preparatory School in the event of a child going missing and the procedure to be followed in the event of a parent failing to collect a pupil at the appointed time.

Warwick Preparatory School staff will be provided with this policy and be made aware of their responsibilities and the procedures to follow should a pupil go missing or fail to attend school. Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life. To support this policy, the dismissal arrangements for pupils is shared with staff half termly, or when it is updated.

Key Staff identified in this policy are;

- Head – Hellen Dodsworth
- Designated Safeguarding Lead – Deborah Ward
- Designated Safeguarding Deputy - Gill Smeeton
- Education Visits Coordinator – Dee Alder
- Director of Digitally Enabled Learning – Jenny Parkinson Mills
- Foundation Bursar – Victoria Espley
- Director of Marketing – Kara Griffiths

- Director of Facilities – Anne Hart
- Head of Kings High School – Stephen Burley
- Foundation Principal – Richard Nicholson
- Foundation Chair – Sally Austin

## **Pupil Going Missing Whilst at School**

The aim of this procedure is to ensure that a missing pupil is found and returned to effective supervision as soon as possible.

On discovering a pupil is missing, the following actions are taken:

### **EYFS**

- The remaining children will be looked after by staff who are familiar to them.
- Staff will calmly, and without alarming the pupils, ask if anyone has seen the ‘missing’ pupil.
- Some staff will carry out an immediate search within the Nursery/ Reception area building (including cupboards and small hiding places, toilets and each teaching area)
- Staff will check the exits to the building to see if any doors are open and close them immediately.
- Staff will check the immediate outside play areas, car parking areas around the Nursery building / Reception area and Forest School.
- Contact will be made with the School Office immediately who will contact other staff to identify if a pupil is at an individual SEN lesson, is with the school nurse, is with the school counsellor, is off site for another reason (eg: at dentist/doctor/school fixture), or in the sports hall, etc, they will also check SchoolsBuddy.
- The Head of Pre-Prep will be notified, as will the School Office, who will notify the Head.
- The office team will help arrange additional ‘search’ support around the wider site and Myton Road and Banbury Road areas. This may involve caretakers. The School Office will also produce a photograph of the missing child.
- After a period of 30 minutes, the Head will notify parents that their child is missing from school (as indicated below).

### **Year 1 Upwards**

- Children who are safe and well, will be looked after by staff who are familiar to them.
- Staff will calmly, and without alarming the pupils, ask if anyone has seen the ‘missing’ pupil or knows of their whereabouts.
- Some staff will carry out an immediate search within school building (including cupboards, toilets and each teaching area)
- Contact will be made with the School Office immediately who will contact other staff to identify if a pupil is at a music lesson, individual SEND lesson, is with the school nurse, is with the school counsellor, is off site for another reason (e.g.: at dentist/doctor/school fixture), or in the sports hall etc, they will also check SchoolsBuddy.
- Staff will check the exits to the building to see if any are open, and close them immediately
- Staff will check the immediate outside play areas, Forest School, car parking areas and playgrounds.

- Having received a report back from the School Office, detailing that the pupil is not in any of the areas listed above, the School Office will notify the Head of Pre-Prep / Head of Prep (who is also the DSL), followed by the Head.
- The office team will help arrange additional 'search' support around the wider site Myton Road and Banbury Road areas. This may involve caretakers. The School Office will also produce a photograph of the missing child.
- If the pupil is still missing after a period of 30 minutes, the following steps would be taken:

The Designated Safeguarding Lead / Deputy Lead will notify:

- the Police and Warwickshire Safeguarding
- the Director of Digitally Enabled Learning will be asked to check CCTV.

The School will cooperate fully with any Police investigation and any safeguarding investigation by the local authority.

The Head will:

- ring the pupil's parents to explain what has happened and what steps have been set in motion, and to ask them to come to the School at once
- arrange for staff to search any other areas of the School premises and grounds that were not searched previously
- inform the Headmaster of King's High School
- inform the Foundation Principal
- Inform the Director of Safeguarding
- Inform Foundation Bursar and set in motion the Crisis Management Policy.

The Foundation Bursar will:

- inform the insurers
- if the child is injured, instruct the Director of Facilities to submit a report under RIDDOR to the Health and Safety Executive
- ensure a full record is written of all activities undertaken up to the stage at which the child was found is made for the incident report
- in liaison with the Head, ensure any changes required to policies and procedures are made.

## **Appendix A - Flowchart Checklist on 'Missing Child Whilst at School'.**

### **Procedures for a Pupil Going Missing on an Outing / Residential Trip**

On discovering a pupil missing, the following actions are taken:

- The Group Leader will carry out a headcount in order to ensure that all the other pupils are present.
- Staff will calmly, and without alarming the pupils, ask if anyone has seen the 'missing' pupil or knows of their whereabouts.
- The remaining children will be taken back to an area of immediate safety, supervised by an appropriate number of staff.
- An adult will be nominated to search the immediate vicinity (including any toilets/ shop etc). If appropriate, the venue Manager will be contacted and asked to arrange a search.
- Most recent 'steps' of the party will be re-traced by a member of staff.

- The Group Leader will contact the Headteacher, EVC or the Designated Safeguarding Lead and notify them that a pupil is missing (one will inform the others).

If the pupil is still missing after a period of 30 minutes, the following steps would be taken:

The Designated Safeguarding Lead / Deputy Lead will notify:

- the Police and
- Warwickshire Safeguarding.

The School will cooperate fully with any Police investigation and any safeguarding investigation by the local authority.

The Head will:

- ring the pupil's parents to explain what has happened and what steps have been set in motion, and to ask them to come to the School at once
- inform the Headmaster of King's High School
- inform the Foundation Principal
- Inform the Director of Safeguarding
- Inform Foundation Bursar and set in motion the Crisis Management Policy.

The Foundation Bursar will:

- inform the insurers
- if the child is injured, instruct the Director of Facilities to submit a report under RIDDOR to the Health and Safety Executive
- ensure a full record is written of all activities undertaken up to the stage at which the child was found is made for the incident report
  - in liaison with the Head, ensure any changes required to policies and procedures are made.

**See Appendix B – Flowchart Checklist on 'Missing Child Whilst on an Outing / Residential Trip'**

### **Actions to be Taken once the Pupil is Found**

Head / Deputy Head / Head of Pre-Prep / Head of Prep / Group Leader talk to, take care of and, if necessary, comfort the pupil.

A member of SLT and/or Educational Trip Group Leader will speak to the other pupils to ensure they understand why they should not leave the premises or separate from a group on an outing.

The Head will:

- speak to the parents to discuss events and give an account of the incident;
- ensure, with the Foundation Bursar, that a full investigation is undertaken (involving, if appropriate, Social Services/ Warwickshire Safeguarding).
- Inform the Safeguarding Governor

Media queries should be referred to the Head who will handle them in conjunction with the Foundation Bursar and the Director of Marketing.

The investigation should include all concerned providing written statements.

The report should include the following details:

- time
- place
- numbers of staff and children
- when the child was last seen
- what appeared to have happened
- cross-reference the purpose of the activity being done when the pupil went missing
- the length of time that the pupil was missing and how s/he appeared to have gone missing
- lessons or the future

### **Pupils not Collected from School on Time**

If a child is not collected as expected, the child will be safely looked after according to School procedures listed below:

- Under no circumstances will a child be dismissed to an unknown adult or to another adult, without prior consent being given by a parent. Permission to dismiss a pupil to the care of a sibling under sixth form age, must be sought in writing by the parent concerned.
- Children in the Nursery who are not collected at the end of their session, or at their expected collection time, remain in the Nursery to await collection (supervised appropriately). If a Nursery child has not been collected by 3.50pm, they will remain in the Nursery unless ratios at ASC do not allow. In this eventuality, they will be taken to the SLT member of staff on duty.
- Children in Reception, Year 1 and Year 2 who are not collected by **4.00pm** are taken to the member of SLT on duty. The Form teacher/ Teaching Assistant is to call the child's parents to ascertain an ETA.
- If appropriate, a member of staff who is supervising the child will contact the School Office to check that the child's collection arrangements have not been altered.
- Children in Middle and Upper School who are not collected by **4.00pm** are taken to the member of SLT on duty. The Form teacher is to call the child's parents to ascertain an ETA.
- Normally all children leave the site by 5.45pm, and the After-School Care Supervisor notifies the member of SLT who is on duty that all children are off site. Children in the Nursery who are not collected by 5.45pm or when only they one child remains are taken to wait in the supervised Open Area for collection. If a child has not been collected by 5.45pm, he/she will wait to be collected in the Open Area along with the member of SLT who is on duty. From 5.45pm, the school will do everything possible to contact the

child's parent or emergency contact, to find out how long a delay there may be before collection.

If a child is not collected within 10 minutes of the agreed collection time, the School will try to contact the parent/guardian using the contact numbers they have given. If there is no answer, the Head or a SLT duty member of staff will begin to call the emergency numbers for the child.

There will always be at least two Foundation Employees on site whilst there is still a child on the school premises.

If there is no response from the parents' or carers' contact numbers or the emergency numbers within three hours or by the time the premises close (19:00), whichever is sooner, the Senior Member of Staff/Head will contact the Emergency Duty Team at Warwickshire Family Connect. The emergency contact number is 01926 886922. The Local Authority will make emergency arrangements for the child and will arrange for a visit to be made to the child's house and will check with the Police.

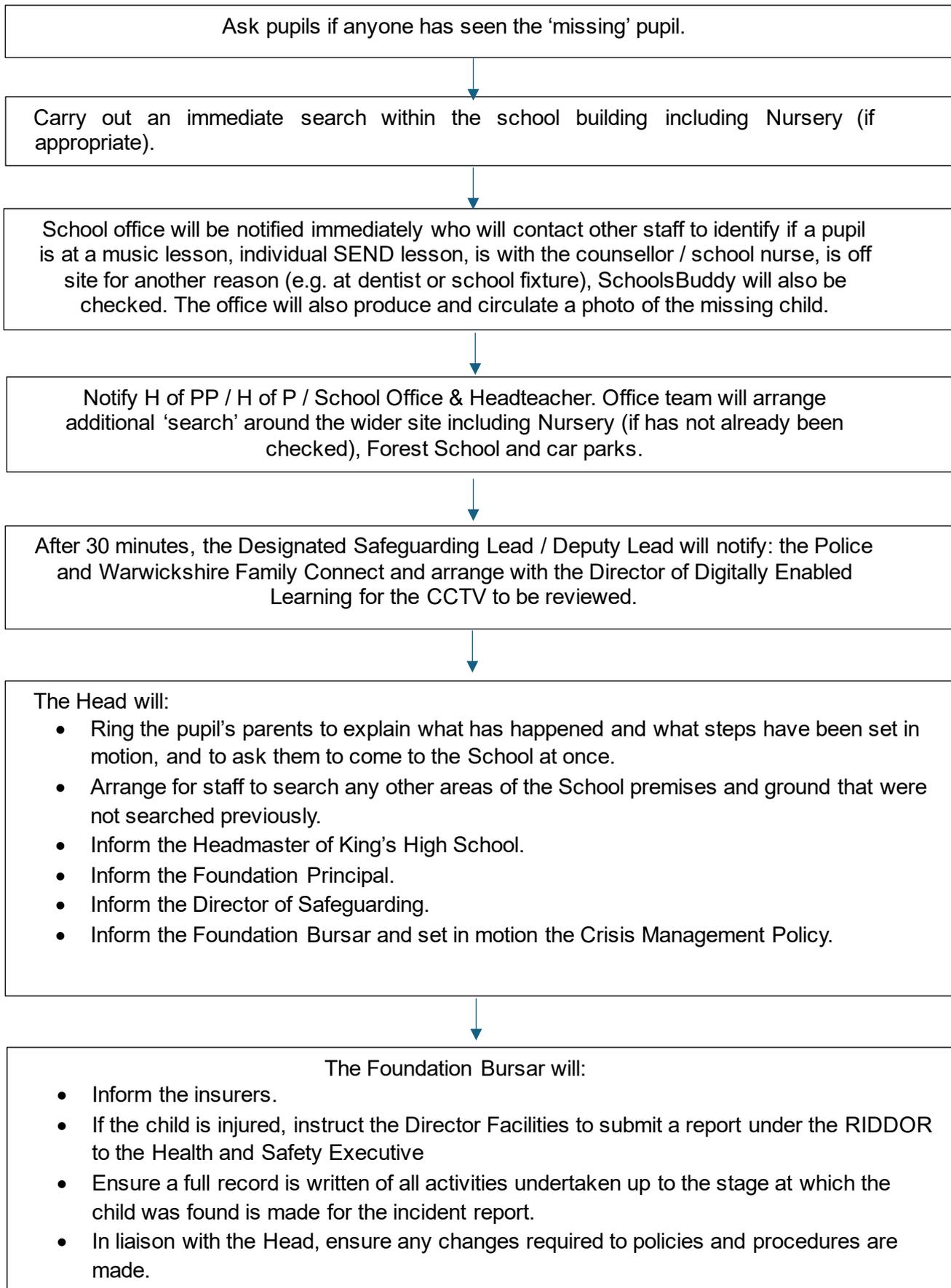
The Senior Member of Staff on duty will contact the Head, DSL, DDSL to update them and then provide them with a full written account of the incident and the Head will inform the Foundation Principal and the Foundation Bursar.

### **Monitoring and Review**

At Warwick Prep, the Senior Leadership Team will monitor the procedures and effectiveness of this policy and make changes as appropriate. It will be reviewed annually or earlier, if required.

## APPENDIX A: Missing Child Whilst at School

On discovering a pupil missing, the following actions are taken:



## APPENDIX B: Missing Child Whilst On An Outing / Residential Trip

On discovering a pupil missing, the following actions are taken:

