



## BGA MISSING CHILD PROCEDURES

Document Control Sheet

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## BGA MISSING CHILD POLICY

### Purpose

This policy is to be used in conjunction with other Safeguarding policies. This policy covers students who go missing during the school day, whether from school or an educational activity and is designed to locate a missing student as swiftly as possible. The safety of students is the school's highest priority. Other than for educational off-site visits, students should never leave the premises during the school day, with the exceptions of:

- Medical/dental/other appointment verified by parents/carers
- Illness as confirmed by school doctor and notified to parents/carers
- Parents/carers taking a student home or arranging collection by someone else for family reasons. These absences will be marked with the appropriate attendance code.

### Procedures in the event of a child going missing from school during the school day

#### Attendance Procedures

Registration via Edupage for school must be taken and submitted before 9.00am in both primary and secondary sections. From 9:00 - 9:30am the BGA attendance officer (situated in the atrium main entrance) will record late attendance on Edupage and give students a **late entry card** which details the student's name and time of arrival. Students arriving in class without a late entry card should return to the attendance officer to obtain a card before being admitted to their lesson. The BGA attendance officer will be responsible for checking attendance registers and ensuring these are accurately completed. Secondary students should be registered via Edupage and submitted in the first 5 minutes of subsequent lessons.

Students leaving during the day for pre-arranged appointments, as detailed above, should obtain an **early exit pass** from the BGA administration office. School security will not allow students to exit site during the school day without an early exit pass.

At the end of the day, primary students are escorted to school exits where they are not attending clubs. Secondary students with **independent travel** permission (wearing lanyards with this indicated) can leave the site. Other students should either be traveling by bus and accompanied by bus assistants, or checked by security with BGA administration.

For clubs at the end of the day, club teachers should check the club register. Teachers should follow up on missing students, who are not indicated as absent on the register, with BGA administration at the start of the club. There is also the expectation that students should inform club teachers that they will be absent where age-appropriate, but this should not be relied upon.

#### Missing Child Procedures

If a child is unexpectedly absent from a class, the level of concern will be greater the younger or more vulnerable the child. However, the following basic protocols apply to all children:

- Ask an LSA, administrator, spare staff member or, if appropriate, another child to check the nearest bathroom and the medical room.
- Check with the school office whether they have an individual lesson e.g. EAL / music, etc.
- If the child cannot be found the Head of Administration, KS Coordinator, HOD/HOD and Principal

(or another senior member of staff) should be told immediately.

- The teacher should try to ascertain when and where the child was last seen: for example asking other children if the whereabouts of the missing child are known.
- If a mobile phone number can be used, try and contact the student. This can be obtained from or, if appropriate, performed by a friend in the class.
- Office staff should check with security that the child has not been signed out and check whether the child has been treated in the medical room on that day.
- Security should be consulted: do they remember seeing the child leave / is there an exit slip?
- The Office will contact the child's parents at this stage. There is a script to follow in the event of an unexpected missing child.

If there is no evidence a child has left the premises, LSAs / administrative staff / security will be asked to start a search of the premises. They should call the child's name as they search.

Starting at the ground floor, check each floor carefully.

- Check non-class based areas such as toilets / offices / storage areas.
- Check the sports areas / library.
- Check outside play areas and changing rooms.
- Check the road outside.

Parents will be updated at this stage. If parents do not confirm awareness of the child's whereabouts, whether a child has left school or not, the police and / or relevant agency will be informed. Parents should be informed that this will happen.

Office staff should be ready with a printed photograph of the student for the authorities and staff must write down a description of what the child was wearing / any distinguishing features from that day. Any special medical or learning needs relating to the missing child should be disclosed to police or other agencies as appropriate.

The Principal will then ring the fire alarm so that the building will be evacuated as in a fire practice and a full head count taken and another sweep of the school made.

The police and parents will be updated at this stage.

### **Following up an incident**

When the situation has been resolved the Principal, Designated Safeguarding Lead and Leadership Team will review the reasons for it happening. This will include:

- Creating a missing child timeline and written statements from and / or interviewing staff involved.
- Assessing the effectiveness of security and risk assessment procedures as relevant.
- Discussion / reinforcement as appropriate with student and parents.

The incident and effectiveness of subsequent action taken will be reviewed at the next Site Management meeting.

## APPENDIX 1: PROCEDURES IN THE EVENT A CHILD GOES MISSING ON A SCHOOL TRIP OR FROM A SPORTS FIXTURE

On a school visit staff should be aware of where all members of the group are at any given time. Students should be closely supervised and counted regularly. Older students may, after risk assessment, be able to be without adult supervision. However, they should never be alone, but in groups of 3 minimum. If a student becomes lost or separated from the group:

- The remainder of the group should be gathered together as quickly as possible and a roll call / headcount carried out.
- If possible, mobile phone contact should be attempted. The number can be obtained from or, if appropriate, the call performed by a friend in the class.
- The teacher in charge should ascertain where and when the student was last seen, including asking other staff and students for relevant information.
- A member of staff should check the surrounding area and the last sighting place - if this needs to be the whole group, then all should retrace steps to the last place the student was seen.
- If the group is in an enclosed location, e.g. a museum, their staff should be alerted that a child is missing.
- The school office should be contacted and they need to inform the Key Stage Coordinator and Principal immediately.
- The HOD/HOS or Principal will contact the parents as soon as an immediate vicinity search has been exhausted.
- If the child is not found within 15 minutes the parents will be updated and invited to rendezvous at BGA. The police or other agencies e.g. Embassy should be contacted and staff should cooperate with them as instructed and parents will also be informed of this course of action.
- The school office should produce a printed photograph of the student and staff must write down a description of what the child was wearing / any distinguishing features from that day. Any special medical or learning needs relating to the missing child should be disclosed to police or other agencies as appropriate.
- If possible, the remaining group should return to BGA or to their base if further afield, and await instructions under supervision with the trip leader remaining at the scene. If there is only one staff member then the group will need to wait with them until another BGA staff member can arrive. If possible, a Leadership Team member will travel to the location.

## APPENDIX 2: PROCEDURES IN THE EVENT A STUDENT HAS BEEN REMOVED FROM SCHOOL PREMISES BY AN UNAPPROVED ADULT

No child is allowed to leave the school site with an adult other than a parent without permission being received from a parent either by email or by a phone call from school to the parents number. **This rule must be rigorously enforced.** In cases where a parent is legally denied access to their child all staff must be informed in writing of the circumstances together with a photo of the child and, if possible, the parent.

If a child is seen (or believed) to be taken from the school site by an unapproved adult:

- Immediately inform the Principal who will in turn inform the parent(s).
- If the parents are unaware of their removal, the police or relevant authority e.g. embassy must be immediately informed.
- Administrative team should produce a printed photograph of the student and staff must write down a description of what the child was wearing / any distinguishing features from that day.
- Any special medical or learning needs relating to the missing child should be disclosed to police or other agencies as appropriate.

### APPENDIX 3: PROCEDURES FOR A CHILD NOT COLLECTED FROM SCHOOL OR AFTER AN EVENT

The guiding principle in dealing with any situation in which a student is not collected from school or another venue must be to minimise distress. The school will ensure that it is aware of all students who are not collected by a parent, carer or designated adult. The following general principles should be adhered to by all parties:

- Parents/carers who know they are going to be late must inform the school office in advance.
- The minimum age for students making their own way to and from school will be up to the school's and the parent/carers' discretion, but is unlikely to be younger than 11 years of age.
- On occasions when a child is due to be collected by someone other than their parent/carers or normally authorised person (e.g. when all of the above are unexpectedly unavailable), parents/carers must advise how to verify the identity of the person who is to collect their child: this will normally be through an ID card or the use of a predetermined password.
- A late collection folder/ file must be kept and will be checked on a termly basis
- In extreme cases parents will be invited to meet the Principal to discuss how to limit these incidents

In the event of a 'collected child' not being collected at the end of the day, the following procedures will be activated:

- We undertake to look after the child safely throughout the time that he or she remains under our care
- If a child is not collected within 10 minutes of the agreed collection time, a member of staff will call the parent/carers or designated adult and use any other emergency contact details available in order to determine the nature and length of delay in collection
- If contacts go to voicemail/answerphone, staff members should leave messages giving their name and the school telephone number and requesting a prompt return call. While waiting to be collected, the child will be supervised by a member of staff
- At 17.00, the children will be taken to the school office where they will be supervised by the school office until 18.00
- At 18:00, a member of the leadership team will take over the supervision of students
- If a child is not collected within 2 hours of the end of the school day the leadership team member shall make arrangements with parents or friends of the child to arrange for care.
- Under no circumstances should staff take the child home with them.
- Continual incidents of late collection will be recorded in the late collection folder and discussed with parents/carers at the earliest opportunity

The above rules do not apply to planned events and activities that go later than the stated times e.g. fixtures / productions / activities with special arrangements. In the event of a 'collected child' not being collected at the end of a fixture or activity, the following procedures will be activated:

- We undertake to look after the child safely throughout the time that he or she remains under our care
- If a child is not collected within 10 minutes of the agreed collection time, the organising member of staff will call the parent/carers or designated adult and use any other emergency contact details available in order to determine the nature and length of delay in collection
- If contacts go to voicemail/answerphone, staff members should consult the permission form to see what alternative arrangements have been approved and these can be implemented
- Alternate arrangements will be sought after 1 hour.

