



**THE PERSE**  
PELICAN SCHOOL  
CAMBRIDGE

## **Policy on Missing Children and Late Collections**

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**The Perse Pelican School**

**January 2020**

**This policy applies equally to EYFS and Key Stage One**

# Contents

- Introduction ..... 3
- Missing Children..... 3
- Uncollected Children..... 4
- Risk Assessment ..... 4
- Record Keeping ..... 5
- Version Control ..... 5
- Incident Report Form ..... 6

**This policy can be made available in large print or other accessible format if required.**

## **Introduction**

**The Perse Pelican School (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. Where reasonably possible, the School will hold more than one emergency contact for each pupil.

It is important to distinguish between a pupil's absence from school for an unknown reason (Children Missing Education) and a pupil's disappearance from a lesson or activity after arrival at school. Please also see the School's *policy on safeguarding and child protection*, a copy of which can be found on the School's website, for details of the procedures to follow for Children Missing Education.

Children going missing, particularly repeatedly, can act as a vital warning sign of a range of safeguarding possibilities. School attendance registers are carefully monitored to identify any trends. Action should be taken in accordance with the School's *policy on safeguarding and child protection*, if any absence of a pupil from the School gives rise to a concern about their welfare.

## **Missing Children**

**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 the transition points between sessions, in addition to the registration procedures. If for any reason a member of staff cannot account for a pupil's whereabouts, the following procedure will be activated:

- Appropriate care must remain in place for the remainder of the pupils for whom that 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 pupil has not been found within a maximum of 10 minutes of searching, the police will be called on 999.
- The parents will be notified as soon as possible thereafter.
- Once the police arrive, all relevant information about the pupil will be passed to the police.
- The Bursary must be advised on telephone number 01223 403806.
- If not on site, the Head must be advised and kept updated by the Deputy Head.
- A full written account of the incident must be produced by the most senior member of staff present and sent to the Head or Deputy Head on **THE SAME DAY**.
- The Head, as Designated Safeguarding Lead, will also consider whether action should be taken in accordance with the School's *policy on safeguarding and child protection*.

Once the incident is resolved, the Head and the staff team will review relevant policies, procedures and risk assessments and implement any necessary changes.

All incidents of pupils going missing whilst in the care of the School, will be recorded on an Incident Record Sheet which will be kept on the pupil's file in SIMS and in a central record of all such incidents. All incidents will be reported to the Head of the Upper School who will advise the Chair of Governors as appropriate.

## **Uncollected Children**

Inevitably parents occasionally find it impossible by reason of unforeseeable events to collect their child from the School at the normal end of the teaching day. Usually, they are able to telephone to inform the School. Under these circumstances the School will accommodate the pupil in the Late Stay (known as Owls) facility.

At the end of every session, the School will ensure that all pupils are collected by a parent, carer or designated adult. If an adult unexpectedly fails to arrive to collect a pupil, the following procedures will be activated:

- The pupil will be taken to the Owls facility. Usual charges as notified to parents from time to time will be levied for the use of the Owls facility. Owls' charges are also published on the School's website in the Parent Handbook.
- If a pupil is not collected from Owls by the end of the session at 5.30pm, a further additional charge will be levied and the Owls staff will attempt to contact the parent, or failing this, the emergency contact person.
- Until all pupils are collected, the Caretaker and a member of the Owls staff on duty will remain on site. There will always be two members of staff on site.
- If, after repeated attempts, no contact with either the parent or emergency contact person is made, the Teaching Assistant on Owls duty will inform the Deputy Head or Head if the Deputy is unavailable.
- The pupil will remain in the care of the School's two staff members on site until they are collected by the parent, carer or designated adult.
- If no contact has been made with a parent or emergency contact by 6.00pm, the Head or Deputy Head must be advised and kept updated. At 7.00pm, the Head/Deputy Head will contact the Local Authority Emergency Duty Team on 01733 234724 and act on the advice received.
- Incidents of late collection will be recorded by the Head and discussed with parents/carers at the earliest opportunity.

## **Risk Assessment**

Where a concern about a pupil's welfare is identified, the risks to that pupil's welfare will be assessed and appropriate action will be taken to reduce the risks identified.

The format of risk assessment may vary and may be included as part of the School's overall response to a welfare issue, including the use of individual pupil welfare plans (such as behaviour, healthcare and education plans, as appropriate). Regardless of the form used, the School's approach to promoting pupil welfare will be systematic and pupil focused.

The Head has overall responsibility for ensuring that matters which affect pupil welfare are adequately risk assessed and for ensuring that the relevant findings are implemented, monitored and evaluated.

Day to day responsibility to carry out risk assessments under this policy will be delegated to the Designated Safeguarding Lead who has been properly trained in, and tasked with, carrying out the particular assessment.

## Record Keeping

All records created in accordance with this policy are managed in accordance with the School's *records management policy* and *records retention schedule*.

Records created in accordance with this policy may contain personal data. The School has a number of privacy notices which explain how the School will use the personal data of pupils and parents. The privacy notices are published on the School's website. In addition, staff must ensure that they follow the School's data protection policies and procedures when handling personal data created in connection with this policy. This includes the School's *data protection policy for staff, governors and volunteers* and *information security and sharing data guidance* which are both contained in the *data protection and information security handbook*.

## Version Control

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|-------------------------------------|--|
| Date of adoption of this policy     | 6 <sup>th</sup> January 2020   |
| Date of last review of this policy  | 3 <sup>rd</sup> January 2019   |
| Date for next review of this policy | January 2021   |
| Policy owner (SLT)                  | Designated Safeguarding Lead   |
| Authorised by                       | Jonathan Scott<br>On behalf of the Board of Governors  |
| Circulation                         | Governors / Pelican staff / Pelican parents / Pelican pupils [on request]<br><br>Published PersePortal and available from the School Office on request                                     |
| Status                              | Complies with <b>Keeping Children Safe in Education - September 2019, EYFS Statutory Framework</b> and the <b>Education (Independent School Standards) Regulations 2014 (SI 2014/3283)</b> |



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**Incident Report Form**

Name of Child:

Date:

Child's Class:

Time:

Name and Role of Person completing Report Form:

Description of the Incident

Signed:

Action Taken to Prevent a Recurrence of the Incident

Signed: