



**THE PERSE**  
PELICAN SCHOOL  
CAMBRIDGE

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

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### **The Perse Pelican School**

**January 2021**

Covid-19 Procedures added 8 January 2021

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

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**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 *Safeguarding and Child Protection Policy*, 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 *Safeguarding and Child Protection Policy*, if any absence of a pupil from the School gives rise to a concern about their welfare.

During the Covid-19 pandemic, separate registration procedures as set out in Appendix 2 will be in place during periods when the School is closed to pupils other than nursery pupils, vulnerable children or children of critical workers.

## **Responsibility**

The Governing Body has overall responsibility for matters which are the subject of this policy.

All staff have a duty to safeguard and promote the welfare of pupils.

All members of staff contribute to the safety of pupils at the School by providing appropriate supervision under the guidance of the Head and Pelican Senior Management Team (Pelican SMT).

It is the duty of staff in charge of any pupil supervision to check why a pupil is absent, although during the school day this may be delegated if that member of staff is busy.

## **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 Deputy Head, as Designated Safeguarding Lead, will also consider whether action should be taken in accordance with the School's *Safeguarding and Child Protection Policy*.

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**

The School has a Risk Assessment Policy for Pupil Welfare which is available on the School's website. 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

Date of adoption of this policy	5 <sup>th</sup> January 2021
Date of last review of this policy	3 <sup>rd</sup> December 2020
Date for next review of this policy	January 2022
Policy owner (SLT)	Designated Safeguarding Lead
Authorised by	Jonathan Scott On behalf of the Board of Governors
Circulation	Governors / Pelican staff / Pelican parents / Pelican pupils [on request]  Published PersePortal and available from the School Office on request
Status	Complies with <b>Keeping Children Safe in Education - September 2020, EYFS Statutory Framework, Education (Independent School Standards) Regulations 2014 (SI 2014/3283), DfE Statutory Guidance Working Together to Safeguard Children (July 2018), Children Missing Education (September 2016) Education and Skills Act 2008, and the GDPR and Data Protection Act 2018</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:

## **COVID-19 Procedures for Nursery Pupils, Vulnerable Children and Children of Critical Workers (Pelican Specific)**

During periods when the School is closed to all pupils apart from nursery pupils, vulnerable children or the children of critical workers, the following procedures will apply:

- The Nursery register will be taken by the class teacher directly on Sims. Those children working from home will be marked on the register.
- A list of vulnerable and critical worker pupils who are expected to attend will be provided by the Deputy Head (Operations and Curriculum) on a weekly basis.
- The School Administrator will register vulnerable and critical worker pupils between 8:45-9:00am on Sims.
- The Upper School office manager reports these numbers to the DfE as required.
- At 9.15am the School Administrator will produce a list of pupils unaccounted for – i.e. those pupils who are not marked as present. The Head's PA will then check school email addresses, consult with other admin staff and class teachers for messages from home regarding absence through sickness etc.
- If a pupil is found to be absent from school and no notification has been received from parents/guardians, the Head's PA will inform the Head. The Head's PA will ring home for confirmation of absence.
- Where the home contact is not immediately available, the Head's PA will continue to try all contact numbers and email the home contact. If no contact can be made having tried regularly (at least every 15 minutes), the Head's PA will inform the Head by no later than break time (10.30am) for follow up;
- Where the home contact has been spoken to and the pupil's absence is not confirmed with them, the Head's PA will immediately contact the Head.
- The Head or Deputy Head will manage the incident according to the procedures set out in Section 3 of the Prep School Missing Pupil Procedure.