



**THE PERSE**  
PELICAN SCHOOL  
CAMBRIDGE

# **Pelican School Missing and Uncollected Pupil Procedure**

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**The Perse School**

**September 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**

This policy is applicable to all pupils in the Pelican School (the **School**). It has been drafted in compliance with *Keeping Children Safe In Education (September 2021)* and should be read in conjunction with the School's *Safeguarding and Child Protection Policy*, which is available on the School's website.

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 so that the School has additional options to make contact with a responsible adult when a child missing education is also identified as a welfare and/or safeguarding concern.

It is important to distinguish between a pupil's absence from school for an unknown reason (Children Missing from 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* for details of the procedures to follow for Children Missing from Education.

Children going missing, particularly persistently (including during the school day), can act as a vital warning sign of a range of safeguarding possibilities including neglect, sexual abuse, and child sexual and criminal exploitation. The School's policies are designed to assist in identifying such abuse and also help prevent the risk of them going missing in the future. The School's Safeguarding and Child Protection Policy sets out the School's approach, both to support early help assessments when problems are first emerging and also where children are already known to local authority children's social care and need a social worker (such as those on a child in need or child protection plan, or as a looked after child), where going missing from education may increase known safeguarding risks within the family or in the community. 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.

## **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 Leadership Team (Pelican SLT).

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.

## **Procedures for Monitoring the Whereabouts of Pupils**

To establish whether a pupil is missing it is a requirement to monitor the whereabouts of pupils. This includes use of the following procedures:

- During the Covid-19 pandemic, separate procedures as set out in Appendix 2 will be in place during periods when the School is closed to pupils other than vulnerable children or children of critical workers.
- Statutory registration: form teachers will register classes in both the morning (8:30-8:50am) and afternoon (1:15-1:30pm) via SIMS.
- Children are registered for Larks from 8am, however, any absence will be followed up by the School Administrator after 8:50am.
- In all school activities on site, staff should be aware of the pupils they should have in their care. This includes taking registers for extra-curricular clubs before and after school.
- In school activities off site, the list of pupils in attendance should be presented to the Deputy Head and the School Administrator.

## **Absence Recording and Registration**

- Form teachers, when notified, must record planned absences onto SIMS or ask the School Administrator to do so as soon as the School is notified and permission is granted by the Head/Deputy Head.
- Parents are expected to contact the School every day their child is absent unless previous permission has been granted. Such absences must be recorded on SIMS when notified to the School.
- Form teachers will register classes in both the morning and afternoon via SIMS.
- If a pupil is present, mark with: /. If a pupil is absent, mark with: N. The School Administrator will follow up all absences marked "Unknown reason: N" before 9:30 in the morning, and 2:10 in the afternoon.
- Parents of late pupils who miss registration must sign them in at the School Office.
- When offsite, regular head counts must be undertaken, especially when moving from one location to another.
- On site after school, pupils are registered in after-school clubs and Owls. At the end of the session, pupils must be signed out by the Club Leader or Owls Assistant. Where a pupil remains uncollected at the end of the session, the procedures contained in the Uncollected Children section below will be followed.

## **When would a pupil be identified as missing?**

A pupil may be identified as missing:

- If an absence from school is not confirmed by contacting the home contact.
- Off site, if there is a no show at a regular head count.

- On site, if a pupil does not show at a school activity. The member of staff should contact the Head/Deputy Head or a member of SLT in their absence.
- By a report of a missing child by a fellow pupil.

**Any member of staff discovering a discrepancy must immediately notify the Head/Deputy Head in person, or on extension 3942/3947 (external line 01223 403942/01223 403947).**

## **Missing Pupil Procedures**

### **1. Pupils absent from School for an unknown reason:**

- At 9.15am the School Administrator will produce a list of pupils unaccounted for – i.e. those pupils who are not marked as present but for whom the School has not received a message from home regarding absence through sickness etc. The School Administrator will then contact the child's home contacts. The same routine occurs after pm registration.
- Where the home contact is not immediately available, the School Administrator will continue to try all contact numbers. If no contact can be made having tried regularly (at least every 15 minutes), Reception will inform a member of Pelican SLT by no later than break time (10.15am) for follow up;
- Where the home contact has been spoken to and the pupil's absence is not confirmed with them, Reception will immediately contact a member of Pelican SLT (usually the Deputy Head).

### **2. Pupils identified as missing during the school day:**

If a pupil is identified as missing during the school day, the following procedure will be followed:

- The Deputy Head (in their role as DSL) or in their absence the most senior member of SLT 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.
- 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*.

### **3. Resolution of the incident:**

If the pupil is found on site or in the vicinity, the School staff will make a concerted effort to persuade the pupil to return to the School or to re-join the main group if on an educational visit. If the pupil refuses to do so, staff members at the scene will attempt to continue to

monitor the pupil's whereabouts. Staff should consider contacting the parents in such circumstances.

When the pupil is found, or the incident is otherwise resolved, the member of Pelican SLT managing the incident will inform the Head, the DSL and parents, directly.

The DSL will inform the police and Children's Social Care if they have been involved.

#### **4. Investigation:**

Following resolution of the incident, the Head will initiate a full investigation, and require a written report from the member of Pelican SLT managing the incident. This report and the incident log will be kept on the pupil's file 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 or after a school club. 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 incidents of pupils going missing whilst in the care of the School, will be recorded on an Incident Report Form (see Appendix 3) 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.

All records created in accordance with this policy are managed in accordance with the School's *Records Management Policy* and *Records Retention Schedule*.

The information created in connection with this policy may contain personal data. The School's use of this personal data will be in accordance with data protection law. The School has published privacy notices on its website which explain how the School will use personal data. 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*.

## **Policy Review**

The Governors will undertake an annual review of this policy, its procedures and its operation as part of the School's annual review of safeguarding and update it as necessary.

## Version Control

Date of adoption of this policy	6th September 2021
Date of last review of this policy	August 2021
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## **Appendix 1**

### **Questions that could be asked when interviewing during a missing pupil investigation**

- When was the pupil last seen?
- Who was the pupil with?
- What were they wearing?
- What emotional state did the pupil appear to be in?
- Is there any reason to believe the pupil might have been abducted (e.g. custody dispute) or otherwise at risk?
- Does the pupil have family or family friends in the vicinity?

### **Information to be provided to the police/Children's Social Care**

- the pupil's name;
- the pupil's age/date of birth;
- an up to date photograph if possible;
- the pupil's height and any other physical description that is not shown by the photograph;
- a description of the clothing the pupil is thought to be wearing;
- any physical disability, learning difficulty or special educational needs that the pupil may have;
- the pupil's home address and telephone number and details of their parents/guardians;
- any relevant background information on the pupil's school record or home situation;
- any relevant comments made by the pupil or other pupils.

### **Record keeping**

The School will keep a full written record of any incident of a missing pupil. This written record will be kept on the pupil file and in a central record of all such incidents. The written record will include:

- the pupil's name;
- relevant dates and times (e.g. when it was first noticed that the pupil was missing)
- the action taken to find the pupil;
- whether the Police or Children's Social Care were involved;
- outcome or resolution of the incident;
- any reasons given by the pupil for being missing;
- any concerns or complaints about the handling of the incident;
- a record of the staff involved;
- any recommendations concerning future incidents.

## **Appendix 2 – 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 2 of the Missing Pupil Procedure.

## Appendix 3



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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: