



OUR SCHOOL MOTTO IS:

## **Growing in Faith and Knowledge**

**St Joseph's Preparatory School and Joe's Club  
Child Missing in Education (including Child Security Policy and  
Parent Failing to collect)**

Co-ordinator: Mr D Hood  
Reviewed & Updated: Sept 2020

# **St Joseph's Preparatory School and Joe's Club Child Missing in Education (including Child Security Policy and Parent Failing to collect)**

**(Staff are notified of regular ISI updates)**

Staff at St Joseph's Preparatory School understand that a child going missing from education is a potential indicator of abuse or neglect.

If a child is Missing in Education, school staff members must follow the Stoke Safeguarding Children's Board procedure.

Children who abscond or go missing during the school day are vulnerable and at potential risk of abuse or neglect. School staff members should follow the St Joseph's Preparatory School procedures (below) for dealing with children who go missing, particularly on repeat occasions, to help identify the risk of abuse and neglect including sexual abuse or exploitation and to help prevent the risks of their going missing in future.

Where child sexual exploitation, or the risk of it, is suspected, staff should complete a Record for Concern form and pass onto the DSL.

The DSL will contact the First Response Team.

If the child already has an allocated social worker, the DSL must contact them (or their team manager) to discuss any concerns about sexual exploitation.

St Joseph's Preparatory School will comply with our statutory duty to inform the local authority of any pupil who falls within the reporting notification requirements outlined in Children Missing Education – Statutory guidance for local authorities (DfE September 2016).

## Procedures for non-collection and a child missing during the school day

The safety of children at St Joseph's Preparatory School is paramount and every precaution is taken to ensure that children are safe at all times.

Registers are taken at the beginning and middle of each school day and any children arriving late are signed in at the school office.

At the end of the school day, a member of staff is on duty to ensure that each child is collected by a parent or designated carer, in the event that this does not occur, the member of staff ensures that the child is placed in the Joe's Club.

In the event of a child not being collected from Joe's Club, two members of staff must remain on the premises. One member of staff should attempt to locate the child's parent/carers, or emergency contact as listed on the Childcare Registration Form. If all attempts to contact the parent/carers or emergency contact fail, the procedure should be repeated at ten-minute intervals. During this time, staff should be careful not to cause undue stress to the child.

When the parent/carers arrives, staff will expect an explanation, however, this should be dealt with in a courteous manner.

If after all reasonable attempts to make contact with a parent/carers or emergency contact fail, then the Headteacher will contact the First Response Team.

Under no circumstances, will a child be allowed to depart from St Joe's Club unless it is with a previously identified and authorised person. A member of staff must always acknowledge the departure of a child.

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In the event of a child going missing from school during school hours, all members of staff will be notified. Teachers are able to use the Red Triangle system. Pupils will remain in class whilst a thorough search is made.

In the event of a child going missing during break/lunchtime, a whistle will be blown and children lined up and sent to their own class to be registered. At no time should the teachers panic or give the children cause to be alarmed.

Staff at St Joseph's College will also be informed. A thorough search will ensue, which might involve staff from St Joseph's Preparatory School and ancillary staff from St Joseph's College. Pupils (if appropriate) might be questioned as to the last sighting of the missing child.

In the event that the child has not been found after the initial search, the police will be informed by the school secretary or Deputy Head, whilst the Head teacher or the Deputy Head informs the parents.

The Director of Schools for the Congregation of Christian Brothers will also be informed.

The school will then work with the police and be advised by them.

During school educational visits, each member of staff and accompanying adult follow the procedures laid down in the Educational Visits Policy.

All staff are asked to be vigilant at all times, ensure that all external doors are closed and all gates fastened. Parents are not allowed to wander around the school and staff should ask any parent if they need assistance. Any unfamiliar adults should be challenged by staff.

The main school front door operates by a key pad system to enter and green button to exit. No pupil of St. Joseph's Preparatory School should use these systems unless during an emergency. Back side doors and mobile classrooms are also operated by key pad systems.

### Missing child on an Educational Visit (including EYFS)

All Educational visits are planned in line with the schools Educational Visits Policy.

Every effort is made to ensure that every child is accounted for at all times.

Staff/pupil ratios are ensured.

A register of children attending is taken.

Regular counts are made.

To identify members of the group, each pupil is given a card showing the name, address and telephone number of the school groups with emergency contact telephone numbers i.e. school mobile telephone or school telephone number.

Children are advised of a muster point should they get separated from the group) This is not appropriate for our EYFS children.)

In the event of a child going missing, the group leader and other adults will remain calm.

The group will stop activities and be brought together to be counted in one place.

(If the visit is taking place at a venue, staff from the venue will be informed that a child is missing.)

A search will ensue with at least two members of staff remaining with the group and at least one member of staff leading a search party.

Visit leader will contact school

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If the child remains missing after 5 minutes the Police will be contacted on 999. Visit leader will alert school that police have been contacted. School will make arrangements to inform the parents.

The visit will be terminated.

Advice will be followed from the police.