



## Missing and Uncollected Pupils Policy

This policy applies to all children at St Hugh's School including those in the Early Years Foundation Stage and Boarding.

### **Missing Pupils**

As soon as it becomes apparent that a child is missing the following procedure should be followed.

The School Office should be informed to check that the child is not off-site for a legitimate reason. As soon as possible the Headmaster (or in his absence the Head of Pastoral Care, Director of Studies or Head of Pre-Prep) should be informed and an immediate search of the school undertaken.

Once we are certain the child is not on campus, the search area should be extended and the parents informed.

Generally the Headmaster will contact parents. Following this the police should be contacted. For EYFS pupils we would contact parents after 15 minutes. For older children and boarders we would contact parents after 30 minutes. If a boarder were to go missing during the night the houseparent would contact the Headmaster (who lives on site) and contact the parents after 30 minutes.

### **School Outing/Visit**

If a pupil goes missing on a School visit, in addition to taking the appropriate action, as detailed on the risk assessment the member of staff in charge of the School party should contact the Headmaster to inform him of the situation.

**Once the child is found it is important to make contact again to call off any search.**

## **After the Incident**

The member of staff involved will sensitively discuss with the child's parents the events surrounding the disappearance of the child.

The Headmaster will carry out a full investigation taking written statements from all the staff present at the time.

The incident report will detail:

1. The date and time of the report
2. What staff/children were in the group/class
3. When the child was last seen in the group/class/boarding house
4. What has taken place in the group/class/boarding house since then and the time it is estimated that the child went missing.

A conclusion is drawn as to how the breach of security happened and, if appropriate, procedures (including risk assessments and training) may be updated.

## **Uncollected Children – EYFS**

If for any reason, a child is uncollected at the end of any session, we will provide reassurance and follow this procedure:

If by 11.45am, a child is not collected for an 11.30am pick up, parents/carers will be contacted by a member of staff through the School Office.

The child will be included in lunch and a charge will be made to the parents account.

If by 12.45pm, a child is not collected for a 12.30pm pick up parents/carers will be contacted by a member of staff through the School Office.

The child will be taken out to play with the rest of the Department and the lunch hour will be charged to their account. Parents then come to the Department building and inform a member of staff of their arrival, at which point the member of staff will take them to the play area and hand their child over to them.

If by 3.45 pm children are not collected for the end of the day, parents/carers will be contacted by a member of staff through the School Office.

The child will be put into 'After School Club' (ASC) and the parents will be charged for a single session.

Ratios for all the above scenarios are carefully monitored by the Head of Early Years and Staff are put into place if necessary.

If parents/carers cannot be contacted then 'other contacts' will be called.

Early Years Foundation Stage staff will remain with the child for as long as possible, following which, intervention from the Head of Early Years/Headmaster may be necessary.

At 5.30 Duty staff of uncollected pupils from ASC will liaise directly with a member of the SMT who are on a duty rota.

At 6.30 A member of the SMT will contact Lincolnshire Safeguarding Children's Board customer service centre:

Tel. **01522 782111** Out of Hours: Tel. **01522 782333**

or

The Police on **101**

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