



Trumpington Community College

The best in everyone™

Part of United Learning

Missing Pupils and Uncollected Pupils Policy

Owner: Simon Dobson, Vice Principal

Review Cycle: Annual

Approved by: Matt Oughton, Principal

Reviewed by: LGB 4th July 2023

Next review due by: March 2024

Missing pupil policy and Procedures

Part 1: Missing Child Policy

This policy covers:

1. Information for parents
2. Action to be followed by staff if a child fails to attend first day of College
3. Duty to report
4. Actions to be followed by staff if a pupil goes missing from the College
5. Actions to be followed by staff where a boarder is absent at night or fails to return from 'leave out' at the appointed time
6. Actions to be followed by staff if a pupil goes missing on an outing
7. Actions to be followed by staff once the pupil is found

Introduction

The welfare of all our children at Trumpington Community College ("the College") is our paramount responsibility. A pupil going missing from education, particularly on repeat occasions, is a vital warning sign of a range of safeguarding issues including sexual abuse or neglect and sexual and/or criminal exploitation. It may also indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, county lines, so called 'honour based' abuse and/or risk of female genital mutilation and forced marriage. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future.

Every adult who works at the College has been trained to appreciate that they have a key responsibility for helping to keep all of the children safe at all times. This includes the importance of effective information sharing to ensure our children are safe and receiving suitable education. Where staff have concerns that a child is missing from College, this policy should be followed.

Every member of our staff who works with children has read Part 1 of *Keeping Children Safe in Education* (KCSIE). Our staffing ratios are generous and are deliberately designed to ensure that every child is supervised the whole time that he or she is in our care.

The College will always consider the wider circumstances around a child going missing from College and whether there are wider safeguarding concerns that may need to be addressed in line with the College's Safeguarding Policy.

This policy should be read in conjunction with the College's Safeguarding Policy and staff code of conduct. This policy was drawn up having had regard to the Independent School Regulatory Requirements, and Department for Education's guidance KCSIE and '*Children Missing Education*'.

1. Information for parents

All safeguarding policies are reviewed regularly (at least once a year as a minimum) by the College's Local Governing Body in order to satisfy ourselves that they are robust and effective. This policy is ratified annually by the United Learning Group Board in conjunction with the College's Safeguarding Policy and Procedures.

Where reasonably possible, the College will hold more than one emergency contact for each pupil. This is to give the College additional options to make contact with parents and/or a responsible adult when a child missing education is also identified as a welfare and/or safeguarding concern.

All new staff receive a thorough induction into the importance of effective supervision of all pupils, what to do if a child goes missing and are required to read Part 1 of KCSIE, or Annex A of KCSIE if their role does not require them to work directly with children.

In addition, all pupils and parents will be made aware of:

- The arrangements for supervising the children whilst they are in College.
- Arrangements when arriving at College and leaving the premises at the end of the day.
- Arrangements for registration in both morning and afternoon. Parents are responsible for notifying the College if their child is absent for any reason. The College will always contact the parent if the child fails to arrive at College without an explanation.
- The physical security measures which prevent unsupervised access to or exit from the building, including onsite supervision.

2. Actions to be followed by staff if a child fails to attend first day of College

All new pupils are placed on the College's admission register at the beginning of the first day on which the College has agreed that the pupil will attend the College.

If a child fails to attend on the agreed date, staff must inform the Designated Safeguarding Lead without delay. The Designated Safeguarding Lead will undertake reasonable enquiries to establish the pupil's whereabouts and will consider notifying the local authority at the earliest opportunity. If the Designated Safeguarding Lead believes the pupil is in immediate danger or at risk of harm, a referral should be made to children's social care (and the police if appropriate) without delay.

Where there are changes affecting the child (including a change of address or College), these will be reflected in the admission register. This will assist the College and external agencies when making enquiries to locate any missing children.

3. Duty to Report

The College monitors attendance closely and will take action to address poor or irregular attendance. The College will inform the local authority (and the local authority where the child is normally resident) of any pupil who fails to attend College regularly or has been absent without the College's permission for a continuous period of 10 College days or more without permission.

Where a pupil has not returned to College for 10 College days after an authorised absence or has been continuously absent without authorisation for a period of not less than 20 College days (and there are no reasonable grounds to believe the pupil is unwell or unable to attend because of any unavoidable cause), and the College and local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is, the College may delete the pupil's name from the admission register. The College will inform the local authority of such deletion no later than the time at which the pupil's name is deleted from the register.

The College also recognises its wider reporting duties following deletions from the admission register, in accordance with the Education (Pupil Registration) (England) Regulations 2006, to help identify children who are missing education and/or otherwise at risk of harm.

Actions to be followed by staff if a pupil goes missing from the College

The College's procedures are designed to ensure that a missing pupil is found and returned to effective supervision as soon as possible.

If a pupil was found to be missing, the College will carry out the following actions without delay:

- The teacher taking the register will alert the pastoral team via the TRU-behaviour email immediately.
- The teacher taking the register will check with the pupil's friends to see if they know their whereabouts. Any information that comes to light will again be shared immediately via the TRU-behaviour email so this can be verified.
- The pastoral team will check the medical room, the hub and all other meeting rooms within the college.
- The pastoral team will check with reception who will check the signing out/in book.
- The pastoral team will check ask any relevant adults and pupils calmly when they last remember seeing the pupil.
- At the same time, the pastoral team will arrange for one or more adults to search the College grounds.
- If the pupil cannot be located, the pastoral team will check the doors, gates, and CCTV records for signs of exit.

If the pupil is still missing, the following steps would be taken without delay:

- Inform the Head and the Designated Safeguarding Lead (DSL)
- Ask the **Designated Safeguarding Lead (or a Deputy)** to ring the pupil's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the College at once.
- The Head will arrange for staff to continue searching the rest of the College premises and grounds.
- If the pupil's home is within walking distance, a member of staff will set out on foot to attempt to catch up with the missing pupil in the possibility they may be returning home.
- The DSL will contact the local Children Services Department (0345 045 5203) and the local authority designated officer to seek advice and agree what actions should be taken and by whom. This may include contacting the police.
- The DSL or Head of the College will, if necessary, notify the Police.
- Follow. A link to and/or content of these procedures can be added here].
- The College will co-operate fully with any Police investigation and any safeguarding investigation by the local authority.
- The Head will also inform the College's insurers.
- If the pupil is injured, the College will make a report under RIDDOR to the Health & Safety Executive (HSE).
- Once the student is located, the College should follow any specific local safeguarding procedures relative to the circumstances of the incident. These can be found at <https://www.safeguardingcambspeterborough.org.uk/children-board/professionals/procedures/>

During the course of the investigation into the missing child, the College, in consultation with Children Services, will decide what information should be given to other parents, staff and other pupils and how press enquiries are to be dealt with.

A record will be kept by the College of any instances in which a pupil is missing from College without satisfactory permission and documentation, including the action taken and the pupil's explanation. In addition, a full record of all activities taken up to the stage at which the pupil was found will be made. If appropriate, these procedures will be adjusted.

4. Actions to be followed by staff if a pupil goes missing on an outing

- An immediate head count would be carried out in order to ensure that all the other pupils are present
- An adult will search the immediate vicinity
- Immediately inform the Head and the DSL by mobile phone
- The remaining pupils will be taken back to College as soon as reasonably practicable

- Ask the Head to ring the pupil's parents as soon as reasonably practicable to explain what has happened, and what steps have been set in motion. Ask them to come to the College at once
- Contact the venue manager and arrange a search of the venue
- Immediately contact the Police
- The DSL will contact/refer to their local Children Services Department (0345 045 5203)
- Follow any specific local safeguarding procedures.
- The College will cooperate fully with any Police investigation and any safeguarding investigation by the local authority
- The Head will inform the Regional Director and Chair of Governors without delay.
- The College's insurers will be informed as soon as reasonably practicable
- If the child is injured, a report would be made under RIDDOR to the Health & Safety Executive (HSE). If the child is injured and is taken directly from the scene of the accident to hospital for treatment, a report will be made under RIDDOR to the HSE as soon as reasonably practicable and no later than 15 days of the accident.

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. The College will review its procedures and, if appropriate, these would be adjusted.

5. Actions to be followed by staff once the pupil is found

- Talk to, take care of and, if necessary, comfort the pupil
- Speak to the other pupils to ensure they understand why they should not leave the premises/separate from a group on an outing
- The Head will speak to the parents to discuss events and give an account of the incident (having discussed this beforehand with the Local Authority, police and United Learning Safeguarding Lead, if necessary)
- The Head will promise a full investigation (if appropriate involving the local safeguarding partners)
- Media queries should be referred to the Head (after discussion with the LADO if appropriate)
- The investigation should involve all concerned providing written statements
- The report should be detailed covering: time, place, numbers of staff and pupils, when the pupil was last seen, what appeared to have happened, the purpose of the outing, the length of time that the pupil was missing and how s/he appeared to have gone missing. Lessons learnt for the future must be carefully recorded using the My Concern platform.

Part 2: Procedures to be followed by staff when a child is not collected on time

Introduction

The College undertakes to look after all pupils safely throughout the time that they remain under our care, until such a time as s/he has been collected by a parent, guardian or carer, or until appropriate alternative care arrangements have been made with Social Care and/or the Police in order to prioritise a pupil's safety.

Procedures if a pupil is not collected on time

If a child is not collected within fifteen minutes of the agreed collection time, we will call the contact numbers for the parent or carers. Where reasonably possible the College will hold more than one emergency contact number for each pupil. If there is no answer, we will begin to call the emergency numbers for this child. During this time, the child will be safely looked after.

- If there is no response from the parents' or carers' contact numbers or the emergency numbers within a one hour period or when the premises are closing, the DSL will contact/refer to their local Children Services Department (0345 045 5203) to seek advice and agree what actions should be taken and by whom. This may include contacting the police.
- Children's social care will make emergency arrangements for the child and will arrange for a visit to be made to the child's house and will check with the Police.
- The College will look after the child safely throughout the time that they remain under the College's care, until such a time as they have been collected by a parent, guardian or carer, or until appropriate, alternative care arrangements have been made with children's social care and/or the Police in order to prioritise the child's safety.
- Follow any specific local safeguarding procedures. [A link to and/ or content of these procedures can be added here].

If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the College's safeguarding procedures detailed in staff code of conduct and College's Safeguarding Policy.

Records

The College's DSL will keep a record of incidents where parents/carers do not collect a child from College or are late for no explained or good reason, or where there are repeated incidents.