

ACADEMY

Procedures for Drop Off and Collection and when a pupil is not collected on time

Background: the first covering a missing child and the second covering the procedure to be followed in the event of a parent failing to collect a child at the appointed time.

A child going “missing” refers to any pupil whose whereabouts cannot be established. For example, a pupil is required or expected to be in school but has failed to show and their whereabouts are unknown.

Part 1: Missing Child Policy

This policy covers:

- Information for parents
- Action to be followed by staff if a child fails to attend first day of school
- Duty to report
- Actions to be followed by staff if a pupil goes missing from the School
- Actions to be followed by staff where a boarder is absent at night or fails to return from ‘leave out’ at the appointed time
- Actions to be followed by staff if a pupil goes missing on an outing
- Actions to be followed by staff once the pupil is found

Introduction

The welfare of all of our children at Marlborough Road Academy is our paramount responsibility. A pupil going missing from education, particularly on repeat occasions, is a potential indicator of abuse or neglect, including sexual exploitation and so called 'honour based' violence. It may also indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, and/or risk of 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 School have 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 school, this policy should be followed.

This policy should be read in conjunction with the School’s Safeguarding Policy and Staff code of conduct. This policy was drawn up having had regard to Early Years Statutory Framework and Department for Education’s guidance ‘*Children Missing Education*’.

1. Information for parents

All safeguarding policies are reviewed regularly (at least once a year) by the School’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 School’s Safeguarding Policy and procedures.

Where reasonably possible, the School will hold more than one emergency contact for each pupil. This is to give the School 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 the Department for Education's '*Keeping Children Safe in Education*' guidance.

In addition, all pupils will be made aware of the School's:

- Arrangements when arriving at school and leaving the premises at the end of the day (*see Appendix 1*)
- Arrangements for registration in both morning and afternoon. Parents are responsible for notifying the School if their child is absent for any reason. The School will always contact the parent if the child fails to arrive at school without an explanation.
- The physical security measures which prevent unsupervised access to or exit from the building, including onsite supervision (including of the playground and] the physical barriers that separate it from the rest of the School)

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

All new pupils are placed on the School's admission register at the beginning of the first day on which the School has agreed that the pupil will attend the School. If a child fails to attend on the agreed date, staff must inform the Designated Safeguarding Lead without delay. The Head/Designated Safeguarding Lead will consider notifying the local authority at the earliest opportunity.

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

3. Duty to Report CME

The School monitors attendance closely and will take action to address poor or irregular attendance. The School of any pupil who fails to attend school regularly or has been absent without the school's permission for a continuous period of 10 school days or more without permission.

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

The School will report to OFSTED within 14 days any incident of a missing EYFS pupil as is required under the Early Foundation stage statutory framework (EYFS) 2018 for registered providers.

4. Actions to be followed by staff if a pupil goes missing from the School

The School'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 School will carry out the following actions without delay:

- Take a register in order to ensure that all the other pupils are present



- Check with the pupil's friends to see if they know their whereabouts
- Check with reception who will check the signing out/in book
- Inform the Head or the senior member of staff on duty
- Ask all of the adults and pupils calmly if they can tell us when they last remember seeing the pupil
- Occupy all of the other pupils in their classroom(s)
- At the same time, arrange for one or more adults to search everywhere within the Nursery Department, both inside and out, carefully checking all spaces, cupboards, washrooms etc. where a small child might hide OR at the same time, arrange for one or more adults to search the school grounds.
- Check the doors, gates and CCTV records for signs of entry/exit.

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

- Inform the Principal/Vice Principal and the Designated Safeguarding Lead (DSL)
- Ask the Principal/Vice Principal 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 School at once
- The DSL/Principal/Vice Principal of the School will immediately notify the Police
- The Principal/Vice Principal will arrange for staff to search the rest of the School 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 him/her
- The DSL will inform the Local Safeguarding Children Board (LSCB) OR local safeguarding partners and the School's Local Authority Designated Officer (LADO)
- The School will co-operate fully with any Police investigation and any safeguarding investigation by the local authority
- The Principal/Vice Principal will inform the Chair of ULT without delay
- Inform the School's insurers
- If the pupil is injured, the School will make a report under RIDDOR to the Health & Safety Executive (HSE).

During the course of the investigation into the missing child, the School, in consultation with the LADO, 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 School of any instances in which a pupil is missing from School 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.

5. 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 Principal/Vice Principal and the DSL by mobile phone
- The remaining pupils will be taken back to school as soon as reasonably practicable
- Ask the Principal/Vice Principal 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 venue/Marlborough Road Academy at once
- [●Contact the venue manager and arrange a search]
- Immediately contact the Police
- The DSL will inform the LCSB OR local safeguarding partners and the School's LADO without delay
- The School will cooperate fully with any Police investigation and any safeguarding investigation by the local authority
- The Principal/Vice Principal will inform the Chair of ULT without delay



- The School's insurers will be informed as soon as reasonably practicable
- 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 School will review its procedures and, if appropriate, these would be adjusted.

6. 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 Principal/Vice Principal will speak to the parents to discuss events and give an account of the incident (having discussed this beforehand with the LADO if necessary)
- The Principal/Vice Principal will promise a full investigation (if appropriate involving the LCSB OR local safeguarding partners)
- Media queries should be referred to the Principal/Vice Principal (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 he/she appeared to have gone missing, as well as lessons for the future.

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

Introduction

The School 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 15 Minutes of the agreed collection time, we will call the contact numbers for the parent or carers. If there is no answer, the Principal/DSL/Receptionist 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 the Principal will contact the Social Care Duty Officer on 0161 603 4500 (Salford), 0161 234 5001 (Manchester). 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.

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

Records

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



Appendix 1

Dropping off/Picking up procedure:

Breakfast Club opens at 8am, the school main entrance gates will open for pupils at 8am. Pupils will enter from the Dudley Street entrance and be greeted by a member of staff who will direct them to breakfast club.

All other gates will open at 8.40am (Chisledon Avenue and off Great Cheetham St East).

Pupils are to wait on their respective playground until their class team collect them from their playground and take them to class.

Pupil's who are late will come through the main school entrance and sign in using the Inventory signing in system.

The school day finishes at 3.20pm for all pupils. Gates will open from 3pm with parents waiting on their child's respective playground. A class staff member will bring the children to their playground at the end of the school day and ensure children are safely collected (following our Safeguarding procedure).

Staff are aware of parents who are collecting more than one child and will wait with all pupils until they have been collected. If the child is not collected within 15 minutes of the school day finishing, the procedures explained in the above policy will be implemented.

Year 5 and Year 6 pupils have the option of being dismissed at the end of the day to walk home unaccompanied, as long as the school have been given permission by a parent to allow the child to do so. This permission must be given to the main school office by a parent/carer and cannot be given by the child. This can be changed at any point by informing the main school office.

Responsibility for children's safety cannot be taken by the school before 8.40am and 3.20pm unless attending Breakfast Club or an activity has been arranged by the school. All remain the responsibility of the adult/carer whilst in the playground during drop off – collection times.

Date Reviewed	Reviewed by	Owner	Next review
Spring 2023	LGB	L.Hull	Spring 2025

