Alde Valley Academy

Aspire and Achieve. Lead with Kindness. Stronger Together.

Missing Children Policy

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Legal Framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Section 175 of the Education Act 2002
- DfE (2024) 'Keeping children safe in education 2024'
- DfE (2018) 'Understanding and dealing with issues relating to parental responsibility'

This policy operates in conjunction with the following school policies:

- Health and Safety Policy
- Child Protection and Safeguarding Policy

General Collection Procedure

For students being collected by parents/carers at the end of the school day, which is 3:00pm, parents/carers will promptly collect pupils. Students should not be collected from the main school office, and parents/carers should not park their cars in the school car park for the purposes of collection. Parents/carers may park on adjoining streets to the Academy or in the car park at Leiston Leisure Centre.

Parents/carers may collect their child from the school office and use the school car park under one of the below conditions:

- For parents/carers to access disabled car park spaces.
- To comply with a child's risk assessment or safety plan.
- With prior agreement with school staff.

Staff members will not release a pupil if it is felt that the parents/carers are not in a fit state to ensure the pupil's safety or if the pupil shows signs of distress or anxiety. In these cases, the school's Child Protection and Safeguarding Policy will be followed and children's social care, and the police if appropriate, will be contacted.

Alde Valley Academy is a smoke-free site. Parents/carers may not smoke or use electronic cigarettes on the school site including the car park.

After-School Collection Procedure

There are a number of after-school activities including, but not limited to, revision, clubs, detentions, and performing arts rehearsals.

Where possible, late buses will be provided for students who live outside of Leiston. Students should report to the member of staff supervising the after-school activity that they require a bus and the town/village that they require transportation to. It is the student's responsibility to ensure that they have put their name down for a late bus.

When being collected from an after-school activity, parents/carers will follow the normal collection procedure, as outlined in section 2.

Pupils who have not been collected following an after-school club will be responsible for reporting to a member of staff that their parent/carer has failed to attend collection. The member of staff will ensure a relevant colleague will make contact with a parent/carer or emergency contact.

Non-Collection Procedure

Pupils who have not been collected by a parent/carer where this was the arranged collection method for the child will follow the non-collection procedure outlined below:

- Pupil informs school staff they have not been collected
- School staff will monitor the child until they are collected
- School staff will make contact with the child's registered contacts including the emergency contacts if necessary
- If the child has not been collected within two hours of the end of the school day and contact with a parent/carer or emergency contact has not been secured, the Academy's Child Protection and Safeguarding Policy will be followed and children's social care, and the police if appropriate, will be contacted.
- A member of staff will stay with the child until an external agency (eg police, social care) arrive.
- Once the situation has been resolved, the reason the circumstances arose will be established and recorded on CPOMS, and steps to avoid recurrence will be taken by the school and parents/carers.

Missing Child Procedure

The Academy endeavours to ensure that no child goes missing and that it has measures in place to minimise the likelihood of this happening by taking the necessary action, should the situation arise. These measures include, but are not limited to:

- All staff maintain the appropriate high level of supervision throughout the day and are aware of the location of the children in their care at all times.
- Staff members are on duty at break and lunchtime around the school to monitor students.
- A register is taken at the start of form time and every lesson to ensure the whereabouts of children are known throughout the school day.
- All doors and gates are closed during the school day or monitored appropriately when they are open with staff being vigilant regarding movement of children.
- Making contact with parents/carers as soon as possible in the morning if a child has not arrived at school.
- Requirement for all visistors on site to sign in at reception, wear a visitor lanyard, and be accompanied by a member of staff while on site.

In the rare occurance that a child is registered on site but does not report for a lesson later in the day, staff will assume that a child is internally truanting until such a time as further information regarding absconding from site can be ascertained. When we believe a child is internally truanting, on call will be notified and maintain constant vigilance in an effort to

locate the child. If the child has not been located, parents/carers will be notified that their child's whereabouts on site are currently unknown. Internal truancy is a serious safeguarding concern and will be followed up rigourously with the appropriate sanctions.

Where staff have reason to believe a child has absconded from the site, parents/carers will be notified immediately. If contact with parents/carers cannot be secured, emergency contacts will be called. If staff believe a child has absconded from the site and communication with a parent/carer or emergency contact cannot be secured, school staff will raise this with a relevant external agency such as social care or the police. Once a child is off-site, their safety and wellbeing become the responsibility of the parent/carer even during school hours.

Trips and Off-Site Activities including Sports Fixtures

When on trips outside the school premises, staff implement strategies to maximise the safety and security of the children in accordance with the school's Health & Safety Policy and Educational Visits Policy. Staff undertake regular registers and head counts during trips. The above measures ensure that situations where a child could be lost are very limited.

If a child is lost during an off-site activity, the member of staff noticing the child missing should alert all the designated trip leader and carry out an immediate register and head count.

If, after the register and head count, the designated trip leader believes a child to be lost, they will:

- At least one member of staff will retrace movements to the last place that the child was seen without compromising the safety and welfare of the other children
- Make contact with the school who will notify the Senior Leadership Team
- Notify the relevant staff members at the site of the visit
- Ask other children on the visit for any relevant information regarding the whereabouts of the missing child(ren)

The designated trip leader may elect to delegate these tasks to other members of staff supervising the trip as appriopriate to maintain the safety and security of the rest of the students.

If the child is not found within 15 minutes, the Senior Leadership Team and/or the designated trip leader will call the police. Staff will co-operate with the police and take any action as directed by them. School staff will at this point notify parents/carers.

After an Incident

When a missing child situation has been resolved, the Headteacher and Senior Leadership Team will review the reasons for it happening. This will include:

- Reviewing the indicent with the Designated Safeguarding Lead
- Assessing the effectiveness of risk assessment procedures
- Taking written statements from staff involved, and interviewing if appropriate
- Collecting information from any other relevant parties
- Discussion with students if appropriate

- Discussion with parents/carers
- Informing the Kingfisher Schools Trust if appropriate
- If required, reporting to Ofsted in respect of RIDDOR
- Issue advice and training to staff and pupils as needed