



St Mary's School

C A M B R I D G E

Missing Child and Uncollected Child Procedure

This policy applies to all pupils (including those in the Early Years Foundation Stage setting, Sixth Form and Boarding).

St Mary' School, Cambridge (School) aims to ensure that all pupils can be accounted for at any time during the course of the School day. At the end of the School day the requirement to account for Boarders is passed to the boarding staff. This means 4pm unless a boarder is on a School trip, attending an activity organised by a day member of staff or out with their parents or guardians. The safety of pupils is a whole School staff responsibility.

ACTION TO BE FOLLOWED BY STAFF IF A PUPIL 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. 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 pupil.

DUTY TO REPORT

The School monitors attendance closely and will take action to address poor or irregular attendance.

The School will inform the local authority of any pupil who fails to attend School regularly, or has been absent for a continuous period of 10 school days or more without permission.

Where a pupil 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, following reasonable enquiry, 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) (Amendment) Regulations 2016, to help identify children who are missing education and/or otherwise at risk of harm.

Missing Pupil Procedure During the School Day

Junior School Procedure (incorporating EYFS)

Arrival at School:

- The main doors are open at 8.00am in order that pupils come directly into School and remain in their classrooms.
- Parents and guardians are welcome into School and to stay with their child until the bell sounds at 8.45am.
- Electronic Registration on ISAMS takes place at 8.45am and at 1.30pm.
- Immediately after registration the Junior School secretary will make enquiries about

- any absent pupil.
- Parents and guardians are reminded at the annual Introductory Evening to ring the Junior School each morning to report their child's illness.
- An update is requested each September of all the possible family phone numbers, and those of near relatives and emergency contacts.
- Parents and guardians are welcome to ring the School to check that their child has arrived at school if she has come to School using public transport.
- Registers are taken at 8.45am. If no notification of absence has been received by 9am the Junior School secretary will call the parents or emergency contact numbers to ascertain the whereabouts of the pupil.
- No pupil leaves the building unsupervised from the moment of entry to School in the morning until the end of their school day.

Locating a Pupil missing from Junior School

- If a pupil is not present at any point during the day, the teacher immediately sends a message to alert the Junior School secretary, or nearest assistant /or teacher. Each available adult searches:
 - a) toilet areas
 - b) individual tuition areas
 - c) other classrooms in both buildings
 - d) all peer groups are asked when the pupil was last seen
 - e) School CCTV and gates are checked for signs of entry/exit.

If the pupil is not in the School environment the DSL or Junior School secretary will phone the parent/s and/or guardian/s and the police immediately afterwards.

Such calls will be made within 15 minutes of notification of a missing pupil.

The DSL will also contact the SCPB and the LADO. The School will cooperate with any Police investigation and any safeguarding investigation by the local authority. The Chair of Governors will be informed as well as the School's insurers. If the pupil is injured a report should be made under RIDDOR to the Health and Safety Executive and advice on this should be sought from the Health and Safety Manager or Bursar.

The School, in consultation with the LADO, will decide what information should be given to other parents, staff and pupils and how press enquiries should be dealt with.

Offsite visits

- An immediate head count will be carried out in order to ensure all other pupils are present.
- An adult will search the immediate vicinity.
- Immediately inform the Head of Juniors and DSL by mobile phone.
- Trip leader is to make a judgement as to whether pupils should be taken back to School or remain at the trip location in a safe area under supervision.
- The Head of Juniors will ring the pupil's parents to explain what has happened, what steps have been taken and to ask them to attend the venue/School if they are able to.

- Contact the venue manager and arrange a search.
- Immediately contact the Police – such call will be made within 15 minutes of notification that the pupil is missing.
- The DSL will inform the SCPB and the LADO without delay.
- The School will co-operate fully with any police investigation and any safeguarding investigation by the local authority.
- Inform the Chair or Governors without delay.
- Inform the School's insurers as soon as is practicable.
- If the child is injured and is taken directly from the scene of the accident to hospital for treatment a report should be made under RIDDOR to the Health and Safety Executive (HSE) and advice on this should be sought from the Health and Safety Manager or Bursar.
- If the class is offsite all other pupils remain together in a secure place and in the care of the remaining supervisors while the leader of the group carries out the appropriate search and alerts the site manager.

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 of Juniors 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 Head of Juniors will investigate (if appropriate involving the SCPB).
- Media queries should be referred to the Head (after discussion with the LADO if appropriate).
- The investigation report should be detailed covering: time, place, numbers of staff and pupils, when the pupil was last seen, what appeared to have happened, the length of time that the pupil was missing and how she appeared to have gone missing, as well as lessons for the future.

Junior School Procedure for managing a pupil who is left at School not collected in EYFS, KS1 pre-prep and KS2 prep.

- It is made clear to all parents at the start of every academic year that should they be delayed after School they should email or phone the School with this information. If possible, in older years, the pupil should be told about when she is being collected.
- Similarly, parents are asked to put in writing for the School at the start of each academic year the names of those they designate in their absence to collect their child. They sign that each designated adult is well known to the child.
- If the pupil is to go home with any other parent or person known to the School and the child, permission must be given in writing or in an email to the School prior to or on that day.
- At the end of the School day any pupil who is not collected is taken to the Late Stay room and given refreshment. She then joins in the Late Stay activities.
- If after Twilight club, i.e. at 6.00pm the pupil is left at School the club leader brings the pupil to the care of the duty member of SLT who always remains at School until the last pupil has been safely seen out with her parent/carer.
- The leader or SLT member rings the parents/carers/guardians of the pupil after 6pm.

- If unsuccessful the emergency contact is called.
- The child is kept under the direct supervision of the SLT member at all times and kept occupied.
- Any difficulty with connecting to the parent/carer/guardian is not communicated to the pupil. The pupil is kept comfortable and happily occupied.
- If there is no response after 6.30pm the SLT member will accompany the pupil to Mary Ward House so she can have an evening meal and so other adult members of staff are present to enable the SLT member to make further telephone calls.
- The SLT member will contact the Social Care Duty Officer (0345 0455203). Social Care will make emergency arrangements for the pupil and will arrange for a visit to be made to the pupil's house and will check with the Police. The School will make a full written report of the incident.
- The advice of the Social Care Duty Officer and/or police is then followed from that point.
- The pupil remains in the care and supervision of the SLT member within the School building at all times.

We undertake to look after the pupil safely throughout the time that she remains under our care, until such a time as she 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 the pupil's safety. The School's DSL will keep a record of incidents where parents/carers do not collect a pupil from school or are late for no explained or good reason, or where there are repeated incidents. If any concerns about the pupil's safety and welfare result, these will be dealt with in accordance with the School's Safeguarding and Child protection Policy.

Senior School Procedure

Pupil Registration

Form registers are taken by the form tutor twice daily at 8.30am and at 1.45pm. After morning registration, a list of absentees is compiled by reception. The absence of pupils who are boarders is checked with the boarding staff.

Pupils who arrive too late for registration, for any reason, enter the School through the Cortile Reception door and are required to sign their names on the form kept there and give a reason. Should a pupil have cause to leave the School during the course of the school day they must sign out and leave by the Cortile Reception door.

Absence

Parents are requested to inform the School of their daughter's absence by phone or email before 9.00am on the morning of each and every day of absence. They are requested to seek prior permission for extended absence by letter from the Deputy Head (Pastoral and Boarding). These are noted in the register by Reception. Parents from whom no notification has been received are contacted by phone by the receptionist to ensure that they know the whereabouts of their daughter.

If there is a possibility of early or late arrival of boarders to the start or end of term the parents should seek authorisation from the Head of Boarding.

Class Registration

Pupils are registered by their class teachers on iSAMS at the beginning of each teaching session. If the absence of a pupil cannot be accounted for, the member of staff sends a message to Reception. The following checks should then be made by the receptionist:

- that the pupil has not signed out at Reception
- that the pupil has not been admitted to the Medical Centre
- that the pupil is not attending a Speech and Drama or Individual Music lesson
- that the Head of Boarding is notified
- that one of the Deputy Heads, or a senior staff member, such as a Head of Year, is notified

The Deputy Head should then:

- search the buildings and grounds paying careful attention to toilet and shower areas, common rooms, library etc.
- notify the Head who should notify the parents and if appropriate, the police, if the pupil has not been located within an hour.

Boarding Registration

Boarding Registration

Boarding staff should be aware of the location of Boarders even when they are not directly supervised. All Boarders are registered 6 times per day. Those living in Mary Ward House sign in and out at reception each time they leave the building, except when leaving for school meals (breakfast and brunch) as they are registered by a member of staff.

The following registration procedures for boarders are in place:

Weekdays:

Boarders in Y7-11 are registered each morning at breakfast by the Boarding staff. Sixth Form boarders may also attend breakfast, however if they do not, they must have left The Elms by 9am.

Boarders who are unwell are checked by a member of staff and if deemed unfit to attend lessons, are seen by the Nurses in the Medical Centre at Mary Ward House or The Elms. If Boarders are admitted to the Medical Centre, this will be noted next to their name on the Daily Register.

Year 5 and 6 Boarders are always accompanied to and from the Junior School.

During the course of the School day boarders are covered by the form and class registration procedures.

All boarders in Years 7-11 should register with a member of the Boarding staff in the Senior School dining hall at 16:00. If they have an after-school club, they should have notified the

Housemistress who keeps a log. Year 11 are permitted to go to the local shops (Tesco/Co-op on Hills Road) after school, however they must register with a member of the Boarding staff in the dining hall first. Sixth Formers may go into town after school without permission, however they must arrive at The Elms in time for dinner no later than 18:30 during the week (except Fridays). All Boarders are registered at dinner between 18:00 and 19:00. A search of the boarding area or follow up texts/phone calls may be needed to ascertain the whereabouts of the Boarders if they have not attended dinner.

Each evening Monday to Friday, Prep takes place between 16:00 and 18:00 for Boarders in Years 7-11. This is supervised by a member of staff and a register is taken. A general prep check is undertaken between 19:00 and 20:00 at both Mary Ward House and The Elms, when staff check on the Boarders and take a register. If a Boarder is not seen during Prep, the member of staff should check the signing out sheets and alert the Head of Boarding/Housemistress. If a Boarder is missing, a search is made of their room and Mary Ward House /The Elms. If this search fails to locate them, the Missing Boarder Action Plan is activated. The Head of Boarding or the Head will then notify the guardian(s)/ parents and the police, if appropriate.

Weekends:

Boarding staff complete a temperature checks/register on Saturday and Sunday mornings (10.15am) to ensure the well-being of all Boarders.

All Boarders at Mary Ward House are accompanied by staff to the Senior School dining hall for brunch and are registered.

Boarders in Years 5-8 are always accompanied to and from town, by a member of staff.

Junior Boarders are accompanied while in town at all times. Boarders in Y7 and 8 are allowed in town without a member of staff accompanying them, however they must remain in pairs/groups, have the staff member's mobile phone number and agree a meeting time within 2 hours.

Boarders in Y9-11 should not be out for more than about 2 hours and should return before dark, unless they have prior permission from the Head of Boarding / Housemistress. At 3pm on a Saturday and Sunday, all Boarders must be accounted for. Remote checks are carried out: Boarders are required to telephone the Duty Mobile and 'check-in' with a member of staff. At the same time, Boarders present in The Elms must register at the dining hall.

During the evening a sweep of Mary Ward House and The Elms and register is undertaken between 19:00 and 20:00. If a Boarder is not seen during check times, the member of staff should check the signing out sheets.

Sixth Form Boarders must return by 22:00 on Friday and Saturday evening, 21:00 on Sunday evening.

Any Boarder who is planning on leaving Cambridge for the day/weekend must ensure their parent/guardian notifies the Head of Boarding/Housemistress at least 24 hours in advance. The email from the parent/guardian must include full details of the event with times, dates, addresses and a contact name and telephone number of a responsible adult. The Boarder must sign out, stating their destination and report in/sign in on their return.

If a Boarder is missing, a search is made of their room and Mary Ward House/ The Elms. If this search fails to locate them, the Missing Boarder Action Plan is activated.

The Head of Boarding or the Head will then notify the guardian(s)/ parents and the police, if appropriate.

Review of Procedure

The Head of Juniors, the SS Deputy Head (Pastoral and Boarding), in conjunction with the Head of Boarding, are responsible for this Policy.

Reviewed: September 2020

Next Review: September 2021