



# FOREST SCHOOL

## Missing Child Policy

Whole School including EYFS

v1.0

Approved (Date):	<b>September 2020</b>
Next review (Date):	<b>September 2021</b>
Owner (Name, Title):	<b>Deputy Head Pastoral, Head of Preparatory School</b>
Classification:	<b>Statutory</b>
Comment:	

1 INTRODUCTION .....3

2 PREPARATORY SCHOOL PROCEDURES .....3

3 MISSING CHILD MANAGEMENT PLAN (MSM) – PRE-PREP .....4

4 MISSING CHILD MANAGEMENT PLAN – PREPARATORY SCHOOL.....5

5 MISSING CHILD MANAGEMENT PLAN (MCM) – OUT OF HOURS.....6

6 SENIOR SCHOOL PROCEDURES.....6

## 1 INTRODUCTION

Forest School accepts its responsibility for all pupils when in its care, whether on site or off site. Part of that responsibility requires us to know at all times, as far as is reasonable, the whereabouts of our pupils. We therefore have systems in place:

- 1.1 for parents to advise us that their son or daughter will be absent from School or from a School activity or trip;
- 1.2 for pupils:
  - 1.2.1 to sign in if they have been delayed and missed morning registration
  - 1.2.2 to sign in or out of School if they have permission to arrive late or leave early
  - 1.2.3 for staff to register pupils' presence or absence at any form registration, lesson, games session, activity or trip to determine who is on or off site.
  - 1.2.4 for us to be able to identify and then respond swiftly to any unexpected absence from School or during the School day, or on a School activity or trip.

- 1.3 This policy should be read in conjunction with:

Critical Management Plan  
Supervision Policy  
Safeguarding and Child Protection Policy  
Complaints Procedure  
Educational Visits Policy

## 2 PREPARATORY SCHOOL PROCEDURES

### 2.1 Parental notification of pupil absence from School

- 2.1.1 For planned absence, such as for a medical or other appointment, parents should ask permission in advance by writing to or emailing the relevant School office.
- 2.1.2 For unplanned absence, for example in the case of illness, parents should contact the relevant School office by email or telephone.

### 2.2 Signing in and out

- 2.2.1 If a pupil arrives in School after 8.30am or leaves before 15:30 (Pre-Prep - PP) or 15:50 (Preparatory School - PS) for whatever reason, they must sign in or out at the Preparatory School Office.

### 2.3 Registrations

- 2.3.1 Accurate and up-to-date registration data is essential within the context of this policy but also in the case of fire.

### 2.4 Form registration

- 2.4.1 All pupils are registered by their form tutor at 8.35am and 13:10.
- 2.4.2 Should a pupil arrive at School for an early morning club that will mean their absence from registration, pupils and their parent must sign in to the Early Morning Book located on the Preparatory School Office desk.
- 2.4.3 Should a pupil be with Matron during a registration period, it is their responsibility

to let the office know.

- 2.4.4 In the case of a lesson taken by subject specialist teachers of Games, Swimming and PE the member of staff is asked to record as present only those physically there at the lesson, games session, activity, club or trip and not to accept reasons for absence given by another pupil. The only exception to this is where a pupil has contacted the teacher in advance in order to attend a music lesson, in which case the member of staff enters 'C' by that pupil's name.

## **2.5 Games lessons**

- 2.5.1 Lists of all groups for Games lessons are given to the relevant School office, clearly indicating which groups will be off site during the School day. These are kept with the fire registers. For pupils who will be off site for a form registration, the School offices update the form register with a 'P' (approved sporting activity) so the Tutor is aware of the reason for absence. For Games sessions taking place in the Sylvestrian Leisure Centre (SLC), this information should be passed to the SLC Reception.

## **2.6 Co-Curricular Clubs**

- 2.6.1 For Clubs taking place after School the member of staff running the activity takes two registers of those present and is responsible for these pupils in the case of an emergency or evacuation. One copy is given to the Preparatory School Office before leaving the Preparatory School to start the Club and one copy remains with the member of staff responsible for those pupils. It is the responsibility of the member of staff to bring all remaining pupils back to the Preparatory School Building for collection by their parents if they have not been collected from the club by an adult. They must also take any pupils to Late Prep or After School Care (ASC) if they are either not collected or booked in. Pupils must not be left alone for any reason nor allowed to return unaccompanied.

## **2.7 Visits**

- 2.7.1 Registers are taken on departure and prior to return for visits; morning and evening and following each activity for residential visits. See Educational Visits policy.

## **2.8 Identification of and response to unexpected absence**

- 2.8.1 Absence at morning registration: Form and lesson registers are checked for absentees at 9.00am by the Preparatory School Office. If a pupil is marked absent at form registration and also on the lesson register for Period 1 and no request for absence has been received, parents are contacted.
- 2.8.2 Absence from Period 4: Registers are also checked for absentees at 1.30pm by the Preparatory School office. Where a pupil is marked present at morning registration and is not present in Period 4, with no request for absence having been received, an initial search is made.

## **3 MISSING CHILD MANAGEMENT PLAN (MSM) – PRE-PREP**

- 3.1 As soon as a pupil is deemed to be missing without reason from a class, activity or club:

The member of staff will check the following options with the Prep School Office:

- \* Attendance
- \* Music lesson
- \* Matron
- \* Learning support
- \* Sign in/sign out book

3.2 If at this time a child is deemed missing, the Head Teacher (HoPS) and Deputy Head Pastoral (DHP) must be contacted by the Prep School Office or the Head of Pre-Prep. Pre-Prep staff must also be notified, either in person and/or through a TEAMS announcement.

3.3 Pre-Prep staff and pupils will assemble in the Pre-Prep playground, teaching assistants will count the pupils in their form, whilst teaching staff will perform a search of the inside of the building, taking care to search cupboards, small spaces and toilet areas.

3.4 When the building interior has been searched, teaching assistants will return the pupils to their form rooms. In their year-group pairs, teachers will begin the search of their designated areas, which must take no longer than 15 minutes. All staff must take with them a mobile telephone.

*Area A Music School, SLC and Chapel (Reception Teachers)*

*Area B Dining Hall, Cloisters and Deaton Theatre (Year 1 Teachers)*

*Area C Preparatory School building and immediate outdoor areas (playground and Johnian's field) (Year 2 Teachers)*

3.5 During this time the Deputy Head Pastoral (DHP) or Master i/c of Pre-Prep (MIPP) will begin to view the CCTV of the school site at the time in question.

3.6 If after the area search, the pupil is still deemed to be missing, teachers return to the Preparatory School office to report back. The Police and then the parents of the pupil will be telephoned by the School Secretary whilst the school search widens and review of CCTV continues by staff.

3.7 The MIPP will begin to record the timeline of events on the MCM Log (see below).

## 4 MISSING CHILD MANAGEMENT PLAN – PREPARATORY SCHOOL

4.1 As soon as a pupil is deemed to be missing without reason from a class, Activity or Club:

4.1.1 Member of staff / Y5/6 pupil will check the following options with the Preparatory School Office:

- \* Attendance
- \* Main Reception
- \* Music lesson
- \* Matron
- \* Learning support
- \* Sign in/sign out book

- 4.2 If at this time a child is deemed missing, the Head Teacher (HoPS) and Deputy Head Pastoral (DHP) must be contacted by the Prep School Office. Prep staff must also be notified, either in person and/or through a TEAMS announcement.
- 4.3 In the case of a missing Preparatory School child, all staff and pupils will assemble in the playground, staff will count the pupils in their form whilst designated Preparatory School Leadership Team (PSLT) staff will perform a search of the inside of the building, taking care to search cupboards, small spaces and toilet areas.
- 4.4 Staff will begin the search of their designated areas, which must take no longer than 15 minutes. All staff must take with them a mobile telephone.
- Area A Music School, SLC and Chapel (Head of Music and Year 6 TA)*
- Area B Dining Hall, Cloisters and Deaton Theatre (Head of Science and Year 5 TA)*
- Area C Preparatory School Building and immediate outdoor areas (Johnian's field area) (Head of ICT and Head of Mandarin/Art)*
- 4.5 During this time the Deputy Head Pastoral (DHP) will begin to review the CCTV of the School site at the time in question.
- 4.6 If after the Area search, the pupil is still deemed to be missing, teachers return to the Preparatory School office to report back. The area search must take no longer than 15 minutes. The Police and then the parents of the pupil will be telephoned by the School Secretary whilst the school search widens and review of CCTV continues by staff.
- 4.7 The HOPS or DHP will begin to record the timeline of events on the MCM Log.
- 4.8 If no search yields the missing pupil, HoPS will telephone the Police and the office will telephone home.

## 5 MISSING CHILD MANAGEMENT PLAN (MCM) – OUT OF HOURS

### 5.1 Breakfast Club

All pupils must be signed in by an adult to Breakfast Club in the Dining Hall. Should a pupil go missing during Breakfast Club time, the supervising staff will telephone the Preparatory School office. An immediate search of the Dining Hall area by catering and out of hours' care staff will commence. Should the child not be located within minutes the MCM Plan should be effected.

#### After School Care / Late Prep

- 5.1.1 Pre-Prep (PP) pupils will be identifiable in After School Care by a brightly coloured lanyard to be worn at all times. Pre-Prep pupils arrive in Preparatory School Building at 16:15.
- 5.1.2 The members of staff on playground duty until 16:15 will perform a sweep of the playground area when all remaining pupils are brought to the Preparatory School Building.
- 5.1.3 All pupils must be signed in and out of after school care. Should a pupil go missing during this time the staff members on duty and the Leadership Team member of staff present will commence the Missing Child Management Plan.

## 6 SENIOR SCHOOL PROCEDURES

### 6.1 In the event of a pupil not being present at a lesson or activity:

- 6.1.1 Parental notification of pupil absence from School
- 6.1.2 For planned absence, such as for a medical or other appointment, parents should ask permission in advance by writing to or emailing the relevant School Office.
- 6.1.3 For unplanned absence, for example in the case of illness, parents should contact the relevant School Office by email or telephone.

### 6.2 Signing in and out

- 6.2.1 If a pupil arrives in School after 8.30am or leaves before 3.55pm, for whatever reason, they must sign in or out at Reception, as appropriate. The Reception staff then update the electronic registration data.
- 6.2.2 Where a pupil wishes to sign out during the School day, and Reception has not received notification from the School Offices that permission has been granted, Reception will contact the relevant School Office who will ring home; the pupils will not be released until the office is satisfied that the absence is for a legitimate reason of which the parent is aware.
- 6.2.3 The exception to this is for Sixth Form pupils, who may sign out of School between 12.50 and 1.55pm. The Head and Assistant Heads of Sixth Form are informed of any pupil who has not signed back in by the end of lunchtime and a search is made.

### 6.3 Registrations

- 6.3.1 Accurate and up-to-date registration data is essential within the context of this policy but also in the case of fire. Registration may take place at any point during a lesson, games session or activity but preferably at the beginning, with the exception of Period 1 (9 – 9.50am) when registration must have taken place by 9.10am. Registration during Period 5 (2.10 – 3.00pm) should take place by 2.20pm.

### 6.4 Form registration

- 6.4.1 All pupils are registered by their form tutor at 8.30am and (with the exception of Y12 and Y13) again at 2.00pm. The School Offices check absence against permissions given following morning registration.

### 6.5 Lesson registration

- 6.5.1 It is the responsibility of the member of staff concerned to register the presence or absence of all pupils at any lesson. Under normal circumstances this will be by using the electronic registration process. If for any reason this is not available (if for example the lesson is taking place away from a classroom, or a computer is not working), the member of staff must take a paper register and pass this information to the relevant School Office or offices or to Reception, either by email, by telephone or by sending a pupil. At the very least such a paper record must show the name of those absent, or confirm there are no absentees. For PE lessons taking place in the Sylvestrian Leisure Centre (SLC), this information should be given to the SLC Reception, and the electronic registration data will then be updated by the School Office.
- 6.5.2 The member of staff is asked to record as present only those physically there at

the lesson, games session, activity or trip and not to accept reasons for absence given by another pupil. The only exception to this is where a pupil has contacted the teacher in advance in order to attend a music lesson, in which case the member of staff enters C by that pupil's name.

## 6.6 Games lessons

6.6.1 Lists of all groups for Games lessons are given to the relevant School Office, clearly indicating which groups will be off site during the school day. These are kept with the fire registers. For pupils who will be off site for a form registration, the School Offices update the form register with a P (approved sporting activity) so the Tutor is aware of the reason for absence. For Games sessions taking place in the Sylvestrian Leisure Centre, this information should be passed to the SLC Reception. In all cases the electronic registration data will then be updated. For games sessions taking place within the School Day but away from the main site, games staff must meet and register their pupils on the main School site, passing the paper register to Reception as they leave. The electronic register is then updated by the School Office.

## 6.7 Activities

- 6.7.1 For activities taking place after School the member of staff running the activity takes a register of those present and is responsible for these pupils in the case of an emergency or evacuation.
- 6.7.2 For Wednesday afternoon activities (Y9 – 13), registers are completed by activity staff and passed to Director of Sport (BS) and Co-Curriculum Office (GS) for entry into ISAMS by 4pm.

## 6.8 Educational Visits

6.8.1 Registers are taken on departure and prior to return for day visits; morning and evening and following each activity for Residential visits.

## 6.9 Identification of and response to unexpected absence

- 6.9.1 Absence at morning registration: Form and lesson registers are checked for absentees at 9.30am by the Main School Office. If a pupil is marked absent at form registration and also on the lesson register for Period 1 and no request for absence has been received, parents are contacted.
- 6.9.2 Absence from Period 5: Registers are also checked for absentees at 2.30pm by the Main School Office. Where a pupil is marked present at morning registration and is not present in Period 5, with no request for absence having been received, a search is made. Parents and thereafter the Police will be contacted if all reasonable searches have been made and the pupil has not been located.
- 6.9.3 In the case of lessons and games lessons on site, a record of those marked absent in each lesson is posted on ISAMS by the School Office to refer to and act on. The Missing Child Procedure is only triggered by absence at Period 1 or Period 5. If a pupil is marked present on the form register but is absent from an activity, trip or games session off site, it is the responsibility of the member of staff registering the absence to contact the relevant School Office. In all cases, office staff will then do any or all of the following until the pupil is found:

*\* contact the tutor to check that the form register is accurate, or whether the tutor knows the reasons for the absence*

*\* in the case of Sixth Form not returning after lunch, Reception will contact the Head of Sixth Form by 2.10pm, copying in the Assistant Heads of Sixth Form*

*\* contact Matron and the Music Administrator to see if the pupil is unwell or has a music lesson or with SENCO.*

*\* check with ISAMS and Main Reception to see if the pupil has signed out.*

*\* contact the Head of House*

*\* contact the Head of Section to help locate the pupil by physically searching facilities around the school and asking the pupils' friends*

6.9.4 If the pupil remains unaccounted for, parents are contacted and the Heads of Section, Deputy Head Pastoral and Warden are informed. It is the School's responsibility to contact the Police.

## **6.10 After School**

6.10.1 If parents contact the School at the end of the day because their son or daughter has not come out of School or has not returned home, the senior member of staff on 'Senior Duty' is contacted by Reception or School Office, once it has been established as far as possible that the pupil is not on the School site. If the pupil cannot be found, parents are advised to contact the Police.