FARRINGTONS
SCHOOL

Missing Pupils and Uncollected Children

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Regulatory References	**Keeping Children Safe in Education (KCSIE), Section 175 of the Education Act 2002, Section 11 of the Children Act 2004, Section 436A of the Education Act 1996, School Attendance (Pupil Registration) (England) Regulations 2024, The Education (Independent School Standards) Regulations 2014, Statutory Framework for the Early Years Foundation Stage (EYFS), Children and Families Act (CAFA) 2014**
Links to other policies	**Safeguarding and Child Protection Policy, Health and Safety Policy**
Date of next review	**September 2027**

Farringtons School Missing Pupils (Day, Boarding and EYFS)

Introduction

All Farringtons School pupils are registered before school starts in the mornings. Registration is taken again after lunch for all pupils. A list of absentees is held in the school office. Therefore, for the purpose of this policy, the term 'missing' refers to a pupil being not present without authorisation or explanation. On occasions when a staff member identifies a pupil as missing from their expected location, immediate action is required as outlined in the procedures below. Communications with parents and the appropriate services (particularly the police) are an integral part of the procedure and all instances of a missing pupil must be reported to the Head, and Assistant Head Pastoral and Boarding in the Senior School or Head of Prep as appropriate and the appropriate investigations made. This policy applies to all members of our school community, including boarders.

Farringtons School seeks to implement this policy through adherence to the procedures set out in the rest of this document. This documentation also complies with the National Minimum Standards for Boarding (2024), Standard 20: Staffing and Supervision.

Emergency contact information for SMT, SLT, Boarding House staff and resident members of staff can be found through the School Office in the Prep School and Senior School during the school day and through each Boarding House Office outside of the normal school day.

Procedure: Missing Pupil During The School Day

A pupil may be identified as missing:

- After an absence at morning registration is not confirmed by the office staff's contact with home.
- By comparing pupils in a class with the day's absence sheet.
- On reconciliation with the afternoon registration.
- By a report of a missing child by a fellow pupil
- When a pupil leaves a lesson either without permission, or for a period of time sufficient to cause concern

Any member of staff discovering a discrepancy must immediately notify the School Office who will:

- Contact the key senior staff available and make the necessary check such as with the tutor / teacher/Counsellor to assess whether the absence is expected, and Medical Centre to check for any known medical emergency. All lists of trips out of School will be checked, along with the signing out book at Reception. CCTV footage of gates will be checked.

If the pupil is still found to be missing, the School Office will immediately:

- Inform the Assistant Head Pastoral and Boarding or Head of Prep as appropriate, who will initiate and oversee a search of the site.
- Coordinate and make the necessary search over the school grounds.
- Advise all teachers due to teach or tutor the pupil later that day that they must immediately inform the office if the pupil appears.

If the search of the school grounds fails after 30 minutes the Head will be informed

The Estates Department will be informed to set off the Fire Alarm for a whole school "fire drill"

If after the "fire drill" and whole school register the pupil remains unaccounted for:

- Parents will be informed, and in some cases a search of local roads will be made on foot, or by car, by available staff.
- On completion of this, and any subsequent searches made over the day, parents will continue to be informed of progress.
- At the discretion of the Head the police will be informed.

If the pupil is found, or the incident is otherwise resolved:

- The Head, parents, and school staff will be informed directly by the School Office.
- The Police will be informed if they have been involved.
- The Head, or Assistant Head Pastoral or Boarding / Head of Prep as appropriate, will initiate a full review, and provide a written report. This report and the incident log will be kept on the pupil's My Concern file.

Procedure: Missing Boarders

During the school day, the procedure is the same as that for a missing day pupil, but includes:

- Contact the Boarding Head of House.

A Boarder may be identified as missing if their whereabouts cannot be confirmed visually, from information provided by the pupil or other trustworthy pupils with regard to their movements, the sign-in book or telephone contact with them or their parent / guardian.
Staff discovering a discrepancy must:

- Notify the Boarding Housemaster / Housemistress and the Assistant Head Pastoral and Boarding.
- Attempt to ascertain whereabouts from friends.
- Attempt to contact the pupil on his / her mobile phone.
    - Contact the other Boarding House.
    - Check the list of trips and activities out of school.
- Arrange a check of the school grounds.
- Contact staff who might previously have taught the pupil that day (if a weekday).

If a pupil is still missing, the staff should:

- Inform the Boarding Housemaster / Housemistress, and the Assistant Head Pastoral and Boarding.
- Notify the Boarding staff and check for any known circumstances that might have led to the pupil being missing.
- The Assistant Head Pastoral and Boarding will contact the parents / guardians (with due regard for time zones).
- Contact resident staff, and request assistance as appropriate.

- If necessary a search of local roads, shops, regular favourite places etc. should be made on foot or by car where appropriate.

On completion of this and any subsequent searches made, the Head and parents / guardians will continue to be informed of progress. The Head (or in their absence, the Assistant Head Pastoral and Boarding will arrange for the Police to be informed.

If the pupil is found, or the incident is otherwise resolved:

- The Head, parents / guardians, Assistant Head Pastoral and Boarding will be directly informed by the Boarding staff.
- The Police will be informed if they have been involved.
- The Head, or Assistant Head Pastoral and Boarding, will initiate a full inquiry, and provide a written report. This report and the incident log will be kept on the pupil's My Concern file.

After the Incident

- The senior member of staff involved will discuss with the child's parents the events surrounding the disappearance of the child.
- The Head, or Assistant Head Pastoral and Boarding / Head of Prep as appropriate, will carry out a full investigation gathering information from all the staff present at the time.
- The incident report will detail:
  1. The date and time of the report
  2. What staff / children were in the group / class
  3. When the child was last seen in the group / class / boarding house
  4. What has taken place in the group / class / boarding house since then and the time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened and, if appropriate, procedures (including risk assessments and training) may be updated.
- This report and the incident log will be kept on the pupil's MyConcern file.

Appendix 1 – Collection of Children

FARRINGTONS SCHOOL EYFS COLLECTION OF CHILDREN POLICY

Staff must be informed who will be collecting a student from school. Staff *must* be informed if someone other than the parent or main carer is collecting a child.

In the case of someone collecting a child on the parent's behalf, the parent *must* write in contact book and sign to confirm who will be collecting their child. This needs to be done every time.

In the case of separated parents the book needs to be signed if the main parent is not picking up their child.

If, in an emergency, someone else will be collecting your child, parents *must* inform the office, this will be communicated to EYFS staff *as soon as possible*.

It is the parents' responsibility to inform staff, *in writing*, of access arrangements concerning their child.

The School has a duty under the Ofsted Day Care Standards to protect children and act in their best interests.

The School takes persistent lateness in collecting a child very seriously. In extreme cases it can be considered as abandonment or neglect of the child, although we understand that occasionally delays are unavoidable.

In the event of a child not being collected, the school will make every effort to contact the child's parent/s, and if this proves to be impossible, will try to get in touch with an alternative emergency contact, who is authorised by the child's parents to collect them on their behalf.

If we have not been notified and unable to contact the emergency number then the child will go to After School Care until 6.30pm.

If necessary, supervision after 6.30pm will be arranged with the Assistant Head Pastoral and Boarding in the Senior School who will arrange for the child to be looked after within Wyvern Boarding House. Depending on the circumstances and whether contact has been made with the child's family, the Assistant Head Pastoral and Boarding will take responsibility for contacting Social Services after 6.30pm.

Key Stage Two:

If there is a change in collection details, parents inform the Form Tutor in writing (via email).

Sometimes where other parents collect pupils, a parent will email at the beginning of the year (or as appropriate) stating that they give permission for X's parent to collect their child.