



NORTH WEST LONDON JEWISH DAY SCHOOL

MISSING CHILD POLICY

**May 2015
Updated August 2015**

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POLICY STATEMENT

The safety and security of the children in our care at North West London Jewish Day School are paramount. Every care is taken to ensure that the children are accounted for at all times when they are in our care.

CHILD MISSING FROM EDUCATION

All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area.

Keeping children safe in education
Statutory guidance for schools and colleges
July 2015

PROCEDURES FOR MISSING CHILD FROM EDUCATION

All children that leave North West during a school year or at the end of a school year (except Year 6) will have their records forwarded to their new school as well as their unique UPN number. If the school is informed of a child leaving the school during the Summer break or any other holiday a member of staff from North West London Jewish Day School will call the named new school to confirm this move and ask what other information they need.

If it is found that the child is not attending the named school that the parents have informed us that their child would be going too, then we will inform the local authority and any other authority that need to be informed. If this child/family is known to our Child Protection team then further organisations will be informed this may include the police and social services.

Year 6 children leaving to attend secondary schools have secondary reports written and the Year 6 teacher/ Head of Key Stage 2 / Deputy/ Head teacher liaise with the school to pass over ALL information.

Where a child who leaves North West is known to the Child Protection Team a member of the team will speak to the new schools Child Protection teacher and a note of the call will be kept in the Child Protect folder.

North West London Jewish Day School will inform their local authority of any pupil who is going to be deleted from the admission register where they:

- have been taken out of school by their parents and are being educated outside the school system e.g. home education;
- have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
- have been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither

he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age;

- are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or,
- have been permanently excluded.

DAY TO DAY PROCEDURES

Each pupil who arrives at school is registered first thing in the morning following the pupil being handed over to the teacher by their parent/carer in EYFS, older children from Year 1 onwards are expected to come into school independently, line up in the playground and make their way into to their classroom where a register is taken. After lunch a register is also taken.

Staff maintain the appropriate high level of supervision throughout lessons and are aware of the location of the children in their care at all times. If pupils are taken out of the class for interventions this must be communicated to the class teacher who has the overarching responsibility at that time. The lead Secular and Kodesh teacher should be aware of which children have which interventions and when regardless of whether it is during their lesson or not.

During the break times and lunch hours, the staff and midday supervisors on duty have responsibility for knowing the locations of the pupils. The register is taken again in the afternoon. When on excursions off the school premises, staff implement strategies to maximize the safety and security of the children in accordance with the school's Educational Visits policy. Full risk assessments are carried out.

A list of all the children's names is carried by the trip leader and the children split into small groups according to the proper staff/pupil ratios for the age of the children and the purpose of the trip or activity. Each group is managed by a separate member of staff. The number of children is checked regularly by frequent roll calls. In the unlikely event that after a roll call or at another time it is noticed that a child has gone missing, whether in school or out: The following procedures will be follows:

- A roll call will be taken again to ascertain that the child is missing.
- Staff will maintain safety and well-being of other children.
- A member of the Senior Management Team and at least one other member of staff will search the immediate vicinity or school grounds. Going to places at which the child was last seen, tracing the routes that they may have taken and asking other children what information they have as necessary.
- Security will be informed.

- If the child is not found after approximately 20 minutes, the Headteacher or Deputy will endeavour to contact the parents of the missing child by telephone e.g. to ascertain whether the child has been collected.
- If after approximately 15 minutes the parents have not been contactable, the Headmaster or the Deputy will contact the police after 45 minutes of the child going missing.
- Once police arrive all relevant information about the child will be given. The police will then take over the search.
- If off-site, the Group Leader will remain with the police to comfort the child when found and maintain regular contact with the school.
- The remaining staff will return to the school with the rest of the children if off-site.
- When the situation has been resolved, the Headmaster and SMT will review the reasons for this event happening and revise measures if necessary.

REDUCING THE RISK OF LOST CHILDREN WHEN ON EDUCATIONAL VISITS IN ACCORDANCE WITH OUR EDUCATIONAL VISITS POLICY

To minimise the risk of missing children on an educational visit, children must be briefed before setting off of the importance of staying with the group leaders and reminded to encourage each other to keep with the group. All children should wear a label with the school name and number on.

Children must be instructed that in the unlikely event of being separated from the group, they must **STAND STILL** so that the group can re-trace their steps to locate the child. Children must wear school uniform on educational visits to ease identification of lost children and to be easily identifiable in a group. Children can be advised that adults are there to help them and that if they are lost, they must stay still but if approached by a person in uniform e.g. a zoo warden, or police, or a parent with children, or an adult they should feel they can talk to the person and let them know what is happening. On no circumstance must they go with the person, they should remain where they are but ask that the message is taken so that it can be conveyed by loud speaker or the Group Leader telephoned.

EXCEPTIONAL CIRCUMSTANCES

In exceptional circumstances where a child is known to be liable to run off the premises, the school may prepare and enact contingency search plans involving named staff. When enacting these plans staff should be mindful not to put themselves or the child at risk.

If a child is known to us with behavioural difficulties or has potential to run their parents would be asked to accompany their child on the educational visits.

SCHOOL RESIDENTIAL

To minimise the risk of a child getting lost all children have a sticker with the school number and 2 teachers' mobile numbers on. Clear instructions are given before each outing. All children are in a group with an adult leading. All children must regularly before separating as a whole group and when meeting up together number off in register order as well as have the register taken.

All teachers on the residential carry a class list and the Lead teacher and deputy carry the full information of children at all times.

The procedures for a missing child on the residential is the same as above with the exception that the lead teacher will take charge of the situation as they are best placed and they will inform the headteacher as soon as possible and inform them of the situation and measures taken.

INVESTIGATIONS

When a missing child has been located and safely returned to school, the child's family or the police, the Headteacher will conduct an investigation into the circumstances of the child going missing. This is in order to identify any factors that need to be addressed by the school or communicated to the parents to prevent a recurrence of the child going missing.