



## **MISSING CHILD POLICY**

**Reviewed and Updated September 2024**

*This policy is made available to the North West community from the school office and also on the school's website.*

## KEY CONTACTS

<b>Headteacher</b> Miss Judith Caplan	020 8459 3378
<b>Admissions</b> Ms Karen Welch	020 8459 3378
<b>Child Protection Lead</b> Mrs Amanda Shoota	020 8459 3378
<b>Brent Family Front Door</b>	020 8937 4300
<b>Brent Safeguarding Children's Board</b>	0208 937 4237 / 020 8937 4299
<b>Police</b>	101 999

## **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. All staff should be aware that children going missing, particularly repeatedly, can act as a vital warning sign of a range of safeguarding possibilities, this may include: abuse and neglect. It may be an indicator of mental health issues.

## **OVERVIEW**

*All children, regardless of their circumstances, are entitled to an efficient, full time education which is suitable to their age, ability, aptitude and any special educational needs they may have.*

*Children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life.*

*Effective information sharing between parents, schools and local authorities is critical to ensuring that all children of compulsory school age are safe and receiving suitable education. Local authorities should focus their resources effectively in intervening early in the lives of vulnerable children to help prevent poor outcomes.*

*Children Missing Education  
Statutory guidance for local authorities  
August 2024*

## **WHAT LEGISLATION DOES THIS POLICY REFER TO?**

This policy makes reference to the following legislation:

- Keeping children Safe in Education Act 2024
- Section 436A of the Education Act 1996 (added by section 4 of the Education and
- Inspections Act 2006)
- Education Act 1996 (section 7, 8, 14 and 19)
- Education and Inspections Act 2006 (section 4 and 38)
- Education (Pupil Registration) (England) Regulations 2006
- Children /missing Education (August 2024)
- School attendance (Pupil registration) England Regulations 2024

## **THIS POLICY IS WRITTEN IN CONJUNCTION WITH THE FOLLOWING NORTH WEST LONDON JEWISH DAY SCHOOL POLICIES:**

- Safeguarding and Child Protection Policy
- Early Years and Foundation Stage Policy
- Educational Visits Policy
- Inclusion Policy

Admissions to the school, for Reception to Year 6 go through the Local authority (BRENT). The School's Admissions Officer and the Governors Admissions Committee are responsible for this. If a child is leaving the school the School Administrator notifies the local authority when they are about to remove a pupil's name from the school roll. This does not apply when a pupil's name is removed from the admission register at standard transition points. Nursery Admissions (because they are non-statutory i.e. the children are not yet of compulsory school age) are managed and overseen by the School's Admissions Officer and the Governors Admissions Committee.

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. A member of staff from North West London Jewish Day School will call the named new school to confirm this move.

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 to, 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 Protection 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.

## **NEW PUPILS**

When adding a pupil's name to the school's admissions register the Local authority will be informed of all relevant information within five days, including that of migrant families. A copy of the schools Child Protection letter asking for any Safeguarding and Child Protection information is sent to the child's previous educational establishment.

## **TRANSFER OF CHILDREN'S RECORDS**

At North West London Jewish Day School the transfer of children's records is done through using Common Transfer Files (CTF) in order to transfer pupil information securely. Once a child has left the school this information is sent over. If a child is new to the school we also receive information through this system.

Where a child who leaves North West is known to the Child Protection Team, a member of the team will speak to the new school's DSL and a note of the call will be noted on our CPOMS register.

## **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 an online register is taken. After lunch a register is also taken.

If a child has not arrived at school by 9.45am and the parent has not notified the school as to why their child is absent, the school office will call the parents. If they are unable to reach the parents at this time, they will then call them again at 12pm. If they are still unable to contact them, the Police will be called if this is deemed appropriate. When a child who is on the Child Protection register does not turn up for school without explanation, Social Services are contacted within the hour.

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 pupils. An online register is taken again in the afternoon.

## **PROCEDURES FOR EARLY YEARS**

In the Early Years, parents are advised of our security procedures and are given the opportunity to discuss any concerns, particularly if their child has an adventurous nature. Parents are made aware of the need of supervision of children at all times especially of their responsibility to ensure their child's arrival and departure is noted by a member of staff. Children are always counted before going out to play and again when they are lining up to come back indoors. In the Early Years, parents are required to write the name of the person collecting their children on the Parents' Notice Board if someone other than the parent or carer is collecting the child. No child is allowed home with someone who is not on the list. If

staff is in doubt the parent is called and needs to give permission for that person to take their child home. All parents are required to give four emergency contact numbers for all children. The Nursery will not release the child to an unauthorised person, even if the collection is late, unless an authorised person telephones to state that because of an emergency a different person will be collecting. The authorised person should give the name and address and a physical description of the unauthorised person and the teacher in charge should check this description before permitting the child to leave. A record will be kept of all children who are not collected by the due time. We note the dates, the time at which the child was collected, who collected the child and the reason given. If any child is not collected within a reasonable time Social Services have to be contacted in order to protect the child.

### **ATTENDANCE**

It is expected that all children have at least 95% attendance (national expectation). Attendance is monitored and any child's whose attendance drops below this is monitored and if needed parents are called in. Attendance is monitored each half term. Where a child is known to the Child Protection Team their attendance is monitored more regularly and followed up if necessary. Staff are reminded that if a child in their cohort is absent for a long period time or they have concerns to inform the Child Protection Team and this is followed up immediately.

### **EDUCATIONAL VISITS**

When on excursions off the school premises, staff implement strategies to maximise 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 Headteacher or the Deputy will contact any emergency contacts or any relevant authorities.
- 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 Headteacher 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. Every child going on an educational visit will be given a wrist band with the school's telephone number on it which must be worn at all times.

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 and the school cap 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. Under 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.

Children with Special Educational Needs should be considered as part of our inclusion policy and their needs met. If they have a statement of special needs, their 1:1 adult must be assigned to support the child during the trip. The 1:1 adult should not be used to support groups of children, unless the needs of the child allow for this. This will be at the discretion of the class teacher in consultation with the Every Child Matters Coordinator. Even a child with Special Educational Needs will be subject to risk assessment criteria and any child who gives cause for concern (i.e. a child with behavioural difficulties) will be required to be accompanied by their parent or any other appropriate measure and where risk warrants, the child may be excluded from the outing.

## **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 away, 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 be registered and counted 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.

This Policy has been ratified by the Governing body:

Name of Policy: \_\_\_\_\_

Headteacher: \_\_\_\_\_

Chair of Governors: \_\_\_\_\_

Date: