



The Blue Coat School

POLICY FOR LOST OR UNCOLLECTED CHILDREN

This Policy for Lost or Uncollected Children was devised by the Head of Pre-Prep and Head of Prep in consultation with colleagues in the school.

Date of Next Review: September 2021

POLICY FOR LOST OR UNCOLLECTED CHILDREN

1. INTRODUCTION

1.1

The welfare of all the children at The Blue Coat School is of paramount importance. It is possible for children to go missing and EVERY member of staff has equal responsibility for ensuring the safety of the children and knowing where they are. Staffing ratios are generous and are deliberately designed to ensure that every child is well supervised whilst he or she is in the care of Blue Coat School staff.

1.2

The Blue Coat School Policy for Lost or Uncollected Children is available for parents on the school website, in Main Reception and in the Pre-Prep Office.

2. SYSTEMS IN PLACE TO MINIMISE THE CHANCE OF CHILDREN GOING MISSING

2.1

Steps are taken to ensure that the premises and surrounding site are as secure as possible. The school entrance gates are kept shut for periods during the school day. Entry is gained by contacting Reception. A member of staff monitors the CCTV screen and responds to requests for entry. The exit gates operate on a vehicle sensor system. Entrance doors to buildings including the Houses, teaching blocks, the Viney building, Pre-Prep buildings and The Annexe have coded key pads. The doors are shut once the children have arrived in the morning. They are kept shut during the school day other than when the children are entering or leaving the buildings.

2.2

Parents and other visitors must report to Main Reception or the Pre-Prep Secretary in the St Martin's building **but this should only be done during the COVID-19 pandemic if absolutely necessary**. Notices are clearly displayed on all of the entrance doors outlining the procedures to be followed. Prominent notices are displayed across the campus to ensure that gates and doors are kept closed and, where appropriate, secure.

2.3

All staff wear photo ID badges with Blue Coat School blue lanyards at all times during the school day. All visitors are required to register in the main Reception area where they obtain a 'Visitor' badge although Visitors are kept to a minimum during the COVID-19 restrictions. Visitors who have had appropriate checks such as a DBS check wear a yellow lanyard whereas Visitors who have not had such a check must wear a red lanyard and must be accompanied at all times. Governors wear green lanyards and do not need to be accompanied.

2.4

All adults on the school campus **must** maintain appropriate social distancing at all times, including at drop off and collection times. Parents/carers must not remain on the campus after dropping children off at school. At collection times, they should collect their child(ren) and leave the campus. Only one adult is allowed to attend to collect or drop off children. Parents/carers are responsible for ensuring that children are fully supervised before and after school and their child is handed into the care of a member of The Blue Coat School staff when arriving.

2.5

Pre-Prep children should leave the buildings only under the supervision of a member of staff. All children are supervised by the staff when they are not in the buildings with appropriate social distancing and children are reminded of this requirements (e.g. at playtimes, when moving between the buildings or when visiting other parts of the campus). A member of staff who has been on playground duty ensures no children are left outside.

2.6

Children are only released into the care of individuals named by the parents. Parents are required to inform the staff about any such named individual. Parents must provide a password for staff and the named individual so that staff can confirm the identity of the adult collecting the child. If there is any doubt about the identity of the named individual, staff will seek further clarification such as telephoning the parents or asking the named individual to provide ID or give additional details.

2.7 Arrivals

2.7.1

Due to the COVID-19 restrictions, only one adult must accompany each child to their allocated drop off area which are as follows:

Nursery – external classroom fire doors. Children will be greeted by the Class Teacher and Class Teaching Assistant

Reception M and Reception P – Pre-Prep Gym door. Children will be greeted by a member of Pre-Prep staff who will ensure that the children make their way to their classrooms.

Reception D – Rear doors to All Saints. Children will be greeted by a member of Pre-Prep staff who will ensure that the children make their way to the classroom.

IB, IM and IV – Front doors to St Martin's. Children will be greeted by a member of Pre-Prep staff who will ensure that the children make their way to their classrooms.

IH and Year 2 – Front doors to All Saints. Children will be greeted by a member of Pre-Prep staff who will ensure that the children make their way to their classrooms.

Year 3 – School Hall. Children will be greeted by members of Year 3 staff who will supervise the children in the Hall until the start of the school day.

Year 4 – Rear door of St Philip's House. Children will be greeted by members of Year 4 staff who will supervise the children in St Philip's and St George's Houses until the start of the school day.

Year 5 – Rear door of St Margaret's and St Monica's House. Children will be greeted by members of Year 5 staff who will supervise the children in St Margaret's and St Monica's Houses until the start of the school day.

Year 6 – Rear door of The Hub. Children will be greeted by members of Year 6 staff who will supervise the children in The Hub until the start of the school day.

2.7.2

Children in Years 5 and 6 may make their own way to their drop off location. All other children must be supervised by no more than one adult and children must be handed into the care of a member of staff. Parents must then leave the campus promptly.

2.7.3

Staff are responsible for ensuring that they have a record of the children who have arrived prior to the formal registration which takes place by 8.40 am in the Classrooms (Pre-Prep) and in Form Rooms (Prep). Afternoon registration takes place electronically by 1.20 pm in Pre-Prep and by 2.15 pm in Prep. It is the responsibility of every member of staff to be aware of how many children are present and quick head counts should be taken at intervals during sessions. Pre-Prep teachers also complete a laminated card recording the names of the children who are present. This card is taken with the children when they leave the classroom to go to other rooms such as the Gym, the Annexe, the Dining Hall or the Sports Hall and in the event of a fire evacuation.

2.8 Breakfast Club

2.8.1

Due to the COVID-19 restrictions, Breakfast Club is not currently operational. When it is available, it can be attended by children in Years 2 – 6 in the Dining Hall. Parents/carers are responsible for ensuring that their child is signed into the Breakfast Club. They are supervised by a senior member of staff and the catering staff. They are taken to their year group drop off point at 8 am where the procedures as set out above are followed.

2.9 Absences and lates

2.9.1

On the first day of a child's absence, parents are expected to telephone or e-mail the Pre-Prep Office (Pre-Prep children), Main Reception (Prep children) or alternatively to notify the school via the app by 8.45 am. If a

message is not received and the absence is unexplained, parents are telephoned at home in order to determine the reason for their child's absence. If it is not possible to make contact with any of the child's named contacts, then a Designated Safeguarding Lead (DSL) will be informed and the unexplained absence will be followed up. The DSL also monitors extended absences or persistent late arrivals and meets with parents as required.

2.9.2

Children arriving after 8.40 am should be taken to Main Reception where a member of staff will ensure that they are taken to their class. Registers are marked accordingly.

2.9.3

Children participating in afternoon sports fixtures are registered against the team lists by the sport staff. Form Tutors and House Heads or Year Group Leaders are issued with team lists for cross-referencing. Sports fixtures are not currently taking place due to the COVID-19 restrictions.

2.10 Medical or other appointments

2.10.1

Parents needing to collect children early or drop children off late because of medical, dental, hospital or other appointments should inform the School beforehand. Children must be collected and dropped off to Main Reception or, by arrangement, from outside the Pre-Prep building. All such appointments during school hours should be kept to a minimum. Registers will be marked accordingly.

2.11 During the School Day

2.11.1

Staff are responsible for ensuring that children are aware of the boundaries of where they can and cannot go. This is particularly important at the start of a new school year for all children, for new children joining the school or when systems and routines change. Such changes might include school events or location changes due to the COVID-19 restrictions. Parents are informed about the School's security procedures and they are given the opportunity to discuss any specific concerns for their child.

2.11.2

All children are supervised throughout the school day by Blue Coat School members of staff. Early Years Foundation Stage staffing ratios are maintained for children in Nursery and Reception at all times including at playtimes, in lessons and in Aftercare and activities. Nursery and Reception children play in enclosed play spaces supervised by Blue Coat School members of staff. Staff check that the gates are secure at the start of every outdoor play session. Year 1 children play on the front playground under the supervision of Pre-Prep staff whilst Year 2 children play in the Court or Quad under the supervision of Pre-Prep staff. Pre-Prep children are counted at regular intervals during the day but especially when moving between buildings, at the end of playtimes and when returning to the classroom from playtimes or from another room. Prep children play in their allocated play spaces under the supervision of staff. They line up at the end of playtimes and move to lessons in groups. Staff are vigilant in ensuring that children in their class, set or group are present.

2.12 Music Lessons with Visiting Music Teachers

2.12.1

Children attending lessons with peripatetic music teachers during the are collected by the Visiting Music Teachers. They are returned to the class by these teachers at the end of their individual lesson.

2.13 Dismissals

2.13.1

Children are dismissed into the care of a known parent or carer by members of The Blue Coat School staff who ensure that children go with a known parent/carer. Part-time Nursery children are dismissed at 1.10 pm. All other Pre-Prep children are dismissed at 3.30 pm and Prep children are dismissed at 4.05 pm. The allocated dismissal points for children are as follows:

Nursery – external classroom fire doors by the Class Teacher and Class Teaching Assistant

Reception will be dismissed to the playground from The Annexe play space and the enclosed climber.

IB – exit doors at the rear of St Martin’s opposite the Early Years play area by Nursery L classroom.

IH – exit doors at the rear of All Saints.

IM – front doors of St Martin’s.

IV – exit doors at the rear of St Martin’s opposite the All Saints building.

Year 2 – front doors of All Saints building.

Year 3 – School Hall.

Year 4 – Rear door of St Philip’s House.

Year 5 – Rear door of St Margaret’s and St Monica’s House.

Year 6 – Rear door of The Hub.

2.13.2

Pre-Prep staff are responsible for ensuring that Pre-Prep children who are remaining at school for Aftercare are taken to the correct Aftercare venue and that they are signed in by Aftercare staff. Nursery Aftercare is in the Pre-Prep Gym whilst Aftercare for Reception, Year 1 and Year 2 is in The Annexe. Teachers should not leave the children in Aftercare until the correct staffing ratios are in place.

2.13.3

Pre-Prep staff are responsible for ensuring that Pre-Prep children attending activities are collected by the Activity Provider (including any activities starting during Aftercare) or are taken to the activity venue and handed into the care of the Activity Provider. Activity Providers are responsible for ensuring that accurate records of children attending activities are maintained. They are also responsible for ensuring that children are dismissed to a known parent/carer from the allocated dismissal point at the allocated time. Some children might be attending Aftercare after the activity and it is the Activity Provider’s responsibility to ensure that the children are taken to Aftercare and that staff sign the children into Aftercare.

2.13.4

Prep staff are responsible for ensuring that Prep children are in the correct venue for after school care. This will be in the School Hall (Year 3), St Philip’s and St George’s (Year 4), St Margaret’s and St Monica’s (Year 5) and The Hub (Year 6). They are also responsible for ensuring that children attending activities are collected by the Activity Provider or are taken to the activity venue and handed into the care of the Activity Provider. Prep Activity Providers are responsible for ensuring that accurate records of children attending activities are maintained. They are also responsible for ensuring that children are dismissed to a known parent/carer from the allocated dismissal point at the allocated time. Some children might be attending after school care after the activity and it is the Activity Provider’s responsibility to ensure that they are taken to their after school provision and signed in by staff.

3. ACTIONS TO BE TAKEN IF A CHILD IS FOUND TO BE MISSING AT SCHOOL

3.1

These procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. **In the event of a child being found to be missing it is vital that the following action is taken:**

1. **Check to ascertain whether the child is absent from school. Take a register** in order to ensure that all the other children are present. Calmly ask all of the adults and children present if they can recall when they last remember seeing the child. **The missing child (children) should be identified and the last known whereabouts recorded.** The chances of finding a missing child safe are greatest if the child’s absence is noted as soon as possible. Staff must be vigilant in ensuring that children in their key groups or those allocated to them for a particular session are present.
2. **Inform a senior member of staff** (Headmaster, Head of Prep, Head of Pre-Prep or another SLT member).
3. **The senior member of staff present will arrange for the other children to be satisfactorily supervised.**
4. **A systematic search will be carried out to see if the child can be located in the surrounding area.**
 - All toilets, cupboards, kitchen, under tables, cushions, anywhere a child might hide

- Outside areas including climbing frames, outdoor storage areas, Forest School, outdoor classrooms etc.
- Check all exits where a child may have been able to leave the premises or site.
- Enlist the help of other staff to search the school grounds, playing field, car park including the Sports Centre car park, also check inside the school buildings.
- If the child cannot be located a member(s) of staff should search along a possible route the child might take to get home. Where able they should take a mobile phone to keep in contact. If a member of staff arrives at the house without finding the child, s/he should make contact with the searching group for further instructions.

5. The senior member of staff will then inform –

- a) The parents/carers of the child** – alarming them as little as possible and informing them of the steps that have been put in motion. If the child’s parents do not answer the home phone, a message must be left on any answering service before attempting alternative numbers. However, if parents do not answer the home or mobile phone number **the POLICE** must be called before attempting other contact numbers for the child. If contacted at home, parents should be advised to stay there in case the child arrives at the home; be advised that the emergency services are being contacted; and that a member of staff is searching the route the child may take home. Parents should be asked for information of anywhere else the child may head for, e.g. grandparents, other relatives, local park, etc.
- b) The Police and/or any other emergency services** – The Police have the resources to conduct a search and speed is important.
- c) The Local Safeguarding Children Partnership.** The school would co-operate fully with any Police Investigation and any safeguarding investigation by Social Care.
- d) The appropriate OFSTED officer.** The officer will need to know our systems for preventing this occurrence and what happened. It is important that the teacher in charge keeps a record of events.

6. Informing other people. As soon as possible after the incident the following people should be notified:

- The Headmaster (if he has not already been informed during the course of the incident).
- The Chair of Governors.
- The School’s insurance company.
- ISI
- The HSE under RIDDOR if the child was injured.

7. Actions to be taken once the child is found. Once the child is found:

- Staff should talk to, take care of and, if necessary, comfort the child.
- Staff should speak to the other children to ensure they understand why they should not leave the premises or the playground.
- The Headmaster and relevant senior members of staff will speak to the parents to discuss events and give an account of the incident.
- The Headmaster and senior members of staff will conduct a full investigation which will, if appropriate, involve the Local Safeguarding Children Partnership.
- A Lost Child – Incident Report (see Appendix 1) will be compiled by all those concerned. This will include details of the time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, the length of time the child was missing, how he or she appeared to have gone missing and lessons for the future. The Lost Child – Incident Report will be filed in the Incident File. If appropriate, procedures will be adjusted.

8. Dealing with reactions.

It is natural that the child’s parents will be frightened, distressed and angry. Other parents will be rightly concerned for the safety of their own children. The school management and staff will also be shocked and upset at any lapse in security. All emotions and reactions must be dealt with in a caring and understanding way. However, until the situation has been fully investigated by all parties, all staff must refer any parent and media enquiries to the Headmaster.

4. ACTIONS TO BE TAKEN IN THE EVENT OF A CHILD FOUND TO BE MISSING ON A SCHOOL TRIP, OUTING OR OFF-SITE VISIT

4.1

In the event of a child being found to be missing on a trip, outing or off-site visit, it is vital that the following action is taken:

- 1. The missing child (children) should be identified and the last known whereabouts recorded. A head count of all of the children must be conducted to ensure that all other children are present.** The chances of finding a missing child safe are greatest if the child's absence is noted as soon as possible. All adults must be vigilant in ensuring that children in their key groups or those allocated to them for a particular session are present.
- 2. The member of staff leading the visit will arrange for the other children to be satisfactorily supervised.** The remaining children should be gathered together for a suitable activity. Without alarming them, the children should be asked if they have seen the missing child.
- 3. A systematic search will be carried out to see if the child can be located in the surrounding area.**
- 4. If appropriate, the venue manager will be contacted to arrange a search.**
- 5. Inform a senior member of staff by mobile phone** (Headmaster, Head of Prep, Head of Pre-Prep). The senior member of staff will arrange for a photo of the child to be sent to the mobile phone of the Trip Organiser or another member of staff on the visit or outing for identification purposes if possible.
- 6. The senior member of staff will then inform –**
 - a) The parents/carers of the child** – alarming them as little as possible. If they do not answer the home phone a message must be left on any answering service before attempting alternative numbers. However, if parents do not answer the home or mobile phone number **the POLICE** must be called before attempting other contact numbers for the child. If contacted, parents should be advised to go to the school; be advised that the emergency services are being contacted and that members of staff are searching for the child.
 - b) The Police and/or any other emergency services** – The police have the resources to conduct a search and speed is important
 - c) The appropriate OFSTED officer** – they will need to know our systems for preventing this occurrence and what happened. It is important that the teacher in charge keeps a record of events.
 - d) The Local Safeguarding Children Partnership.** The school would co-operate fully with any Police Investigation and any safeguarding investigation by the Local Safeguarding Children Partnership.
- 7. Informing other people.** As soon as possible after the incident the following people should be notified:
 - The Headmaster (if he has not already been informed during the course of the incident).
 - The Chair of Governors.
 - ISI.
 - The school's insurance company.
 - The HSE under RIDDOR if the child was injured.
- 8. Actions to be taken once the child is found.** Once the child is found staff should:
 - Staff should talk to, take care of and, if necessary, comfort the child.
 - Staff should speak to the other children to ensure they understand why they should not leave the group on an outing.
 - The Headmaster or relevant senior member of staff will speak to the parents to discuss events and give an account of the incident.
 - The Headmaster or relevant senior member of staff will conduct a full investigation which will, if appropriate, involve the Local Safeguarding Children Partnership.

- A Lost Child – Incident Report (See Appendix 1) will be compiled by all those concerned. This will include details of the time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, the length of time the child was missing, how he or she appeared to have gone missing, lessons for the future and further details about the outing such as the venue, the time of arrival and staff:pupil ratios. The Lost Child – Incident Report will be filed in the Incident File. If appropriate, procedures will be adjusted.

9. Dealing with reactions.

It is natural that the child's parents will be frightened, distressed and angry. Other parents will be rightly concerned for the safety of their own children. The school management and staff will also be shocked and upset at any lapse in security. All emotions and reactions must be dealt with in a caring and understanding way. However, until the situation has been fully investigated by all parties, all staff must refer any parent and media enquiries to the Headmaster.

5. UNCOLLECTED CHILDREN

5.1

Pre-Prep children who were due to be collected at 3.30 pm and who have not been collected will be taken to the relevant after school provision for their year group if they are not already in that venue. If there has been no message from the parents, then an attempt will be made to contact them. If they are unavailable, a member of staff will attempt to contact the two named responsible people on the child's contact form. The Head of Pre-Prep or the Deputy Head Pre-Prep will be informed. In their absence another senior member of staff will be informed. If there has been no response by the time after school provision ends at 5.45 pm the Head of Pre-Prep, Deputy Head Pre-Prep or, in their absence, a senior member of staff, will contact the Emergency Duty Team on 0121 675 4806 for children living in the Birmingham area or the relevant Local Safeguarding Children Partnership for other local authority areas.

5.2

If a child attending after school care provision either in Pre-Prep or Prep has not been collected by 6 pm, and a message has not been received, then a senior member of staff will be informed. The senior member of staff will attempt to contact the parents. If the parents are not available, then the senior member of staff will attempt to contact the named responsible people on the child's contact form. The senior member of staff will continue to try and make contact with the parents or the named responsible people. They will also supervise the child. If there has been no response by 6.30 pm the senior member of staff will contact the Emergency Duty Team on 0121 675 4806 for children living in the Birmingham area or the relevant Local Safeguarding Children Partnership for other local authority areas.

5.3

The incident will be recorded and the Headmaster will be informed.

6. RELATED POLICIES, POLICY MONITORING AND REVIEW

6.1

This Policy should be read in conjunction with other policies including the Safeguarding and Child Protection Policy; the COVID-19 Policy; the Policies for Trips, Outings and Off-site Visits (Prep and Pre-Prep respectively) and the After School Care Policy.

6.2

This Policy will be reviewed at least annually in the Michaelmas Term. Further reviews will take place in the event of significant changes due to the COVID-19 restrictions. The Policy will be presented to the Governors' Safeguarding, Health and Safety Committee for approval. The minutes of this meeting will be presented to the Governors.

Appendix I

LOST CHILD – INCIDENT REPORT

Child's Name: _____

DoB: _____

Form: _____

Date, Time and Place of Incident:

Details of incident

Including:

- Last known whereabouts of child
- Staff involved
- Actions taken when and by whom
- When, where and by whom child was found
- Reason for child's absence

Parents Notified (Y/N)

Police Notified (Y/N)

Follow-up actions taken

Including:

- Informing Headmaster
- Informing Chair of Governors
- Discussions with child's parents
- Informing other parents (where appropriate)
- Discussions with staff
- Discussions with Police (where applicable)
- Informing Insurance Company (where applicable)
- Informing HSE (where applicable)
- Informing Ofsted and/or ISI
- Liaison with the Local Safeguarding Children Partnership

Any procedural changes identified

Member of Staff (Print name): _____

Member of Staff (Signature): _____

Position: _____ **Date:** _____