



**BICKLEY PARK  
SCHOOL**

# Registration and Missing Child Policy

## Policy Details

Owner	Department	Managed by	Last update	Next review	ISBA Version (Y/N)
Head	Safeguarding	Jon Poole	September 2022	September 2024	y

## Policy Approval/Distribution Process

Governors	Head/Bursar	SLT	All Staff
Approval	Noting	Noting	Noting

## Policy Version Control

Version	Revision Date	Revised By	Section(s) Revised
1 <sup>st</sup> Version	March 2022	TH	

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### Aim

The safety of our pupils is our priority whilst they are in our care at school. This policy sets out our procedures for dealing with the unlikely event of a child going missing.

### Responsibilities

It is the Head's responsibility to ensure that all relevant staff are aware of this policy, what is expected, the procedures to follow and to ensure that the policy is reviewed on a regular basis. It is the responsibility of all staff to read the policy and act at all times according to its guidance.

Teaching Staff are responsible for completing Attendance Registers. They must be completed accurately and promptly according to the guidelines. Completed registers must be entered into SIMs before 8.45am and again before 1.30pm in the Pre-Prep and 1:50 pm in the Prep Departments. All registers must be taken and recorded in SIMS by these deadlines without exception. The school office must be advised by Teachers of any children marked as present in the morning and who are not present for afternoon registration.

Y3-8 registers will be checked by secretarial staff between 8.45am and 9.45 am and again the following morning. The Head of Music will ensure that weekly music timetables are published on school iPads for all staff to refer to. The school Secretary's already receive details of sports fixtures and school trips which may affect afternoon registration: they should also be informed of any other occasions when pupils will not be present for registration. The Prep Department Matrons will inform the Secretaries of any children in their care at both registration times.

If, when the Secretarial staff are checking the registers, they find an unexplained absence, parents of the boy concerned will be phoned to establish his whereabouts.

Prep Department parents must alert school via the EduLink App if a child is absent, giving reasons why. The school Secretaries, who have access to this information via email, will inform the form tutors accordingly and update SIMS if the form tutor has already completed the register.

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Pre-Prep registers will be checked by the Pre-Prep Secretary between 9.00 and 9.15am and between 1.30 and 1.45pm. If, when the Pre-Prep Secretary is checking the registers, she finds an unexplained absence, parents of the child concerned will be phoned to establish his whereabouts. Pre-Prep Department parents must alert school via the EduLink App if a child is absent, giving reasons why. The Pre-Prep Secretary, who have access to this information via email, will inform the form tutors accordingly.

If a member of staff takes a pupil, group or class out of school they are responsible for informing parents and staff at the school office in advance.

It is the responsibility of parents to ensure they provide correct and updated contact information on a timely basis and know the procedures for handover of their child at the beginning and end of the day.

If a parent takes a pupil out of school during the day, they must sign them out at the office. The school office signs the pupil out using the Sign Out App and a note added to SIMS. In case of any system errors paper sign out registers are updated alongside SIMS.

It is the responsibility of Governors to ensure they are aware of the school's procedures and to challenge / support the school in its review of this policy.

### Procedures Aimed at Reducing Risk of a Missing Pupil

Updated contact information for parents and carers is sought and maintained by office staff. Parents can also update their information via the EduLink App.

#### Start of the school day:

- The school should ensure parents are fully aware of the points at which responsibility for the care of their child passes from staff to them and vice versa.
- The Pre-Prep department doors are opened at 8.00am and children are signed in as they arrive by a duty member of staff. The doors are closed at 8:30am. After this time, pupils report to the Pre-Prep school office via the main entrance. The green nursery gate is open from 8:30am until 8:45am for Nursery children only.
- The Prep department side gate is opened at 7.50am and bolted closed at 8.20am. A member of staff will be stood at the side gate by the sports hall and will ensure Yr 5 – 8 boys who arrive between 7.50 and 8.20am signed in on the paper register. Staff register Yr 3&4 at Brandram Gate in the same way. They will return the register to the school office at 8.20am. The bell for registration is rung at 8.20am.
- Teachers are in their classroom from 8:00am in Nursery to Year 4 and 8.20am in Years 5-8.

#### During lesson time:

- Staff must register pupils promptly and accurately, in the morning and afternoon, using the correct code giving a reason for absence.
- All staff must ensure that the external doors and gates to any outside area are secure when pupils are on site.

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- If pupils leave classrooms to work in other parts of the school, the class teacher must ensure that adequate supervision is maintained at all times and all pupils are accounted for on return to the classroom.

### During playtime:

- Duty staff should be on the playground by the time pupils come out. Duty staff may end their lesson up to two minutes early to achieve this. Pupils only play within designated areas.
- External gates remain closed. Staff must patrol all areas in the playground throughout the session.
- Staff must remain focused on their playground duties at all times and not in any circumstances use IPADS or view Mobile Phones whilst on duty. The use of these items is strictly forbidden. Six staff in Pre-Prep and SLT have permission to carry their mobile phones on their person at all times for use in a Fire emergency situation.
- If a member of staff cannot attend a playground duty it is their responsibility to arrange appropriate cover.

### During home time:

- Parents will inform the school office if someone other than the usual person is collecting a pupil at the end of the day.
- Children in Nursery leaving at the end of the normal school day are signed out at 12.00pm and 3.00pm.
- Children in Reception leaving at the end of the normal school day are signed out at 3.00pm.
- Y1 and 2 pupils leaving at the end of the normal school day are signed out at the front door of the Pre-Prep department at 3.10pm (Y1) and 3.20pm (Y2). They do not leave the school site until the person picking them up has been identified.
- Year 3 and 4 children are signed out from the Brandram gate in the Prep department between 3.20 and 3.40pm. Children in Y5-8 leaving at the end of the normal school day, between 3.40 and 3.50pm, are signed out from the gate by the sports hall in the Prep department. They do not leave the school site until the person picking them up has been identified. Prep Department boys must exit the site from the pedestrian gate in the Woodlawn car park. A list of boys who have permission to walk home is marked as a W on paper registers for the member of staff on sign out duty. At 3.40pm or 3.50pm, any pupils not picked up are sent to the relevant Prep Room.
- Children staying on for clubs in the Pre-Prep and Prep are signed out by the member of staff responsible for the club, or, in the case of Prep Department, the member of staff on door duty at 4.20pm. The member of staff on duty at the end of club time must not finish their duty until all children are accounted for. Children not collected by 10 minutes after the club is due to end should be sent to ASC. The parents of any children not collected 10 minutes after the end of ASC (6.00pm in Pre-Prep and 6.30pm in Prep) should be contacted by a

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member of the ASC team. If there is no response after 20 minutes, the Head should be contacted (0774 8574538).

- Under no circumstances must boys leave the school site unaccompanied or wait on the pavement outside the school.

### Educational visits (see separate policy):

- Thorough risk assessments and adequate staff / pupil ratios (at least following national guidance and often in excess of this) are provided when pupils leave the school premises.
- Permission from parents is obtained generically at the beginning of each academic year and once again specifically for each trip.
- All staff take school issued mobile telephones on every visit and mobile contact numbers are left at school.

### Procedures in The Event of a Child Going Missing:

In the event of a member of staff fearing that a child has gone missing while at school:

- If a teacher suspects that a child is missing from a lesson or activity, they must contact the nearest member of the SLT and school office immediately. The Head should be informed as soon as possible. The SLT member and any teaching assistants will carry out a thorough search of the school site.
- The following lists held in the school office will be checked:
  - Attendance Registers
  - Electronic lists
  - Music lesson lists
  - Matron
- A thorough check of all exits will be made, to ensure all gates / doors were locked / bolted and there are no other ways a pupil could have left the school. If something is discovered, this needs to be drawn to the attention of the Head, or SLT member immediately.
- If the child has not been found after 10 minutes from the initial report of them as missing, then the child's parents should be notified, after discussion with the Head, or, in her absence, another member of SLT. The Head, or next most senior member of staff on site, will decide at which point the police need to be contacted. When contacting parents / carers, staff will ask them to bring with them, and/or send electronically, a recent photograph of their child if one is not held by the school.
- Staff must try to remember and write down a description of what the child was wearing and any distinguishing features.

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- If the missing child has any special medical or learning needs, then these need to be noted to be disclosed to police or other agencies.
- A thorough search of the school buildings continues and is carried out by senior members of staff with the help of other members of staff available.

In the event of a member of staff fearing that a child has gone missing while off school premises:

- The Group Leader must ensure the safety of remaining pupils. At least two adults must stay with them, if they are available.
- One or more adults should immediately start searching for the child, as directed by the member of staff organising the off-site visit.
- The Group Leader should contact the school and speak to the Head to brief them about the situation.
- If the child is not found within 5 minutes, the member of staff organising the off-site visit must contact police by telephoning 999. The member of staff organising the off-site visit should alert the Head that the police have been contacted and the school will make arrangements to notify parents, after which the procedures described above will be followed.
- Parents will be informed within 10 minutes of the first alert.

This policy also applies to the Early Years Department.