



APPLEFORD SCHOOL

**LOST CHILDREN, LATE COLLECTION  
AND CHILDREN MISSING FROM SCHOOL POLICY**

**This policy applies to the whole school, including boarding**

This policy, which applies to the whole school, is available on request; a copy may be obtained from the school. All who work, volunteer or supply services to our school have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal school hours including activities away from school. This policy should be read and understood in conjunction with our Safeguarding – Child Protection, Behaviour Management, Whistleblowing Policies, the Staff Code of Conduct. This policy takes full account of the child protection procedures agreed by Wiltshire Safeguarding Children Board and statutory guidance *Working Together to Safeguard Children (2018)* and KCSIE 2022.

Applies to all:

- Activities undertaken by the school inclusive of those outside of the normal school hours and away from the school site
- Who, work, volunteer or supply services to our school - that is all staff (teaching and support staff), students on placement, the Proprietors and volunteers working in the school.

**Monitoring and Review:**

- This policy will be subject to continuous monitoring, refinement and audit by the Headmaster
- The Headmaster and Proprietor undertake a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.
- The Proprietor recognises the expertise staff build by undertaking safeguarding training and managing safeguarding concerns. As such, staff can contribute to and shape our safeguarding arrangements and Child Protection Policy. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. All staff will be informed of the updated/reviewed policy which will be made available to them in either a hard copy or electronically.

Signed:

Dr Peter Gardner  
Proprietor

Mr David King  
Headmaster

Date: September 2021

Review Date: September 2022

*Appleford School is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.*

## ***Statement of Procedure when parents fail to collect a pupil or when a child goes missing***

The School fosters a close link with parents to ensure that pupils develop good habits and a positive attitude to school attendance. Where a pupil has not registered and the parents have not contacted the school, the School Office makes every effort to check the reason for absence by 9.30am. Pupils who arrive late report to the School Office and receive a late mark in the register. The School Office advises Class Teachers and Houseparents when they have ascertained reasons for lateness / non-attendance so that registers may be appropriately marked.

Pupils who leave school for appointments or off-site activities must be signed out before departure. Teachers may sign out groups of pupils for off-site Games lessons / School Outings and similar activities. A current activity list must be placed with the Reception for Fire wallets.

Pupils are not allowed to leave the school premises during the school day unless accompanied by a parent or a person named by the parent. Exceptions may apply where the parents have given the school written permission for a specific occasion (eg birthday party), or to allow older pupils to walk to their boarding house in the village. Any change in the arrangements for collection of a pupil must be notified to the School Office. Any proposed absence (eg for dental visits, holidays, etc) must be agreed with the Headmaster. Parents / Carers are required to complete an absence request form for all periods extending ½ a day.

After school boarding pupils are only allowed to visit the local shop and/or park without a member of staff when school has received written permission from the parent/guardian. The pupil is then only allowed to visit the local shop and/or park with the permission (each time) of the Houseparent.

In the event of a parent / guardian failing to collect a pupil:

- The School will make every effort to contact the parents.
- If parents cannot be contacted the emergency contact numbers will be used.
- If no contact can be made on any of the given numbers and the pupil is not collected, the Headmaster will be informed.
- It will be the decision of the Headmaster as to what further action is taken and the School staff will offer every assistance as appropriate.

If a pupil is missing from class or the play area without the permission of the person in charge, the Office must be notified immediately. There are a limited number of situations where a pupil could be lost and these are:

- Where a pupil wanders off on an educational visit / off-site activity;
- Where a pupil is taken from the school by an unapproved adult
- Where a pupil absconds for a reason known only to the pupil.

A check of the premises should be made and at the same time, the pupils should be asked whether they have seen or heard anything which might help locate the missing pupil;

### **Follow-up**

Once the situation has been resolved it is important to establish how and why the circumstance arose and to ascertain whether there is anything that the school could reasonably do to avoid a recurrence of this situation. It may be necessary to discuss with the parents steps that they could take to avoid recurrence e.g. ensuring that the school has current contact details etc

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## MISSING PUPIL FORM

This form **MUST** be completed when a pupil has been missing for more than 15 minutes.

First Name:		Surname:	
Date of Birth:		Age:	
Boy / Girl:		Boarding / Day Pupil:	

Date and time where pupil went missing:
Behaviour of pupil prior to going missing:
Is there a reason for the pupil to go missing:
Where was the pupil last seen:
Action taken by Staff:
Headmaster informed: YES / NO
Wiltshire Police Reference No (if applicable):

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## Return Interview Form

This part of the form **MUST** be completed when a pupil has returned to school.

The pupil must be given the opportunity to have an Independent Listener to complete this form.	
Independent Listener requested:	<i>(insert name)</i>
Or	
Member of School staff requested:	<i>(insert name)</i>
Date and time pupil went missing:	
Duration the pupil was missing or absent:	
Date and time pupil returned:	
Date and time Return Interview Completed :	
<i>(Must be within 72 hours of return from absence/missing).</i>	
What happened to make you go missing / what was the reason? <i>(Planned / bored / something happened / to get away.....):</i>	
What happened whilst you were missing? <i>(Where did you go / who were you with / any trouble / anybody else saw you / met you / how did you get back / how did you feel, did you feel bullied etc):</i>	
What can be done to stop you going missing again / alternatives to running away?	
Any concerns / issues raised by the pupil or young person?	

What does the pupil see as the risks involved with running away?

What alternatives to running away might there be?

Action taken on return:

Is there any further information? YES / NO

If Yes – how / where is this recorded? How has it been reported or, if passed verbally:

Informed parents / guardians: YES / NO

Date and time:

Informed Local Authority (if applicable):

Date and time:

Report completed by:

Print:

Signature:

Job title: