



Oriel Academy

West London

an Aspirations Academy

End of Day Dismissal
Children Not Collected
And
Missing Child Procedures

It is essential that parents provide the school with a record of their current contact details i.e. names(s), address(es), home, work and mobile telephone number(s).

Parents should also provide the school with the contact details of at least two other relatives/carers who can be called when the parent/carer cannot be contacted or in the event of an emergency.

Parents must notify the school in writing which adults have permission to collect their children from school.

While the school will endeavour to keep this record up to date by reminding parents regularly of the need to notify the school of any changes.

However it remains the responsibility of the parents/ carers to ensure that these details are kept up to date.

Procedure For Children Not Collected From School

- 1) Place the child in the late room.
- 2) Inform the duty member of SLT and the Admin team straight away and check there are no messages concerning the child.
- 3) If the child is not collected by 3:45pm. Phone **ALL** contact numbers (on SIMS available from member of admin / SLT on duty) – including emergency contact details – you may need to try key numbers a couple of times.
- 4) Make a note the time these call are made.

5) If no contact is made by 4:00pm and the child has not been collected, inform the designated person for child protection (the Principal or the Vice Principal or SENCO).

- 6) The senior lead will then ensure that the EWO (Social Care Office - 0208 583 2766 is phoned by 4:15pm.
- 7) They will need the child's name, date of birth, address, and details of contacts: The EWO on duty will tell you what to do next.
- 8) This will probably involve informing Hounslow Social Care.

9) Phone Social Services intake team West on 020 8583 2548 (**check that you are talking to the duty Social Worker**).

10) They will need to know all available details as above.

We do not and will not allow any children to go home without a named / known adult. (A list is held by admin team and should be kept in your teacher file).

All pupils must be collected at the end of the school day by a known adult (i.e. identified on their collection list).

Please ensure all pupils are handed over to a known adult you have seen and you do not just take the pupils word for it.

It is school policy that we do not allow younger children (Year 4 and below) to walk home with their older siblings who are still at Oriol, they must be collected by a known adult or a sibling who is 16+.

Pupils in Year 5 and 6 may be given permission by their parents to walk home alone after school but it **must be agreed by a member of the SLT.**

Unless they have written permission pupils in Year 5 or 6 must be collected.

Verbal permission is not enough there must be a signed permission form / letter or someone must collect the child in question.

Class teachers must ensure they know who has permission to collect the children in their care, staff in Years 5 and 6 must know who has written permission to walk home alone and **that a signed permission form exist for each child.** These forms is kept on the children's files in the office.

This information must be included in your class file. The office team hold the information but it is the class teachers' responsibility to know and be sure. **It is part of their professional responsibility to find out.**

At the beginning of each half term Year 5 and 6 are to talk to their pupils about personal safety and responsibility.

As the nights draw in it and it gets dark it is really important that pupils understand that the expectation is that they go **straight home** and do not stay out to play.

If pupils do not follow this rule then we will refuse to allow them to go home on their own and they will have to be collected.

We offer an after school club facility until 5.30pm if collecting at 3.20pm is difficult for you. Please ask in the office for details. However spaces are limited and they must be booked at least 24 hours in advance.

Reception & KS1

- All pupils are dismissed at 3.15 p.m. – Reception from the door to the garden, Year 1 from the Corridor to the infant playground and year 2 from the exit by the small hall.
- Staff will ensure that the children are collected by a known or designated person (who has been made known to them).
- **If you do not know the person collecting the child, you must contact or go to the main office and check the validity of the person with the child's parent/carer.**
- Any child not collected by 3.25p.m. must be taken to Late Collections to await collection – staff must notify the duty staff so arrangements can be made. (this book is monitored and any persistent late collections will result in parents or cares being asked to meet with the Principal).

- Children collected late – parents/carers must sign the 'Late collection book'
- For any child left for a considerable time without any contact from parent/carer – staff should implement the School's 'Children Not Collected' Policy – See below.

KS2

- All pupils are dismissed at 3.20 p.m.
- Teachers will ensure that the children leave School in an orderly manner.
- Teachers will accompany the children to their dismissal point ensuring that all the children are collected unless we have written permission for them to travel home on their own (Year 5 & 6 only). Year 3 and 4 from the door under the clock, 5 and 6 from the blue arch.
- Staff must ensure that all the children are collected (where children in 5 or 6 go home on their own then these children should be dismissed from the blue arch, not from class) Staff should wait with their class until all of the children in their care have been accounted for.
- On occasions it may be necessary to keep pupils behind to tidy up or discuss behaviour. This should be kept to a minimum as parents may be waiting. Because of the risk of any kind of false allegations against a teacher, it is not advisable to keep a pupil in the classroom on their own. It is recommended that you ask another adult to stay in the room and keep the door open. Please ensure that another adult escorts your class out.
- For any child left for a considerable time without any contact from parent/carer – staff should implement the School's Children Not Collected Policy. – See below.

Dismissal should always be carried out in an orderly fashion as it is key to the child's safety. As class teachers you should be able to account for all of your children at the end of the day. It is a key responsibility.

You should be aware of who your children may and may not go home with and if there is anyone you should be alert for (estranged parents, parents for whom there are court orders are in place). The SENCO will monitor this list and will update staff regularly at Staff meetings.

If a parent gives permission for their child to go home with another adult please make an immediate note of this and direct them to the school office so their child's record can be updated.

Please check with the office at the earliest possible opportunity that they have been notified.

Similarly parents must speak to the office if they wish to remove someone from their list.

Procedure for Children Not Collected From School

1. Introduction

- 1.1a Oriol Primary School recognises that it has a statutory duty to safeguard and promote the welfare of its pupils, and that this duty extends to having arrangements in place for dealing with children not collected from school at the end of the school day or school activity. This protocol explains those arrangements, which have been agreed with the local authority education services, social care, police, and the Local Safeguarding Children Board (LSCB).
- 1.1b This protocol will be brought to the attention of parents/carers, in writing, when their child first starts at the school. The protocol is also referred to in the school's child protection policy and procedures of which staff and parents should also be made aware.

- 1.1c It is essential that parents provide the school with a record of their contact details i.e. names(s), address(es), home, work and mobile telephone number(s). If possible, parents should also provide the school with the contact details of at least two other relatives/carers who can be called when the parent/carer cannot be contacted or in the event of an emergency. The school will endeavour to keep this record up to date by reminding parents of the need to notify the school of any changes. **However it remains the responsibility of the parents/ carers to ensure that these details are kept up to date.**
- 1.1d The school agrees to care for a pupil who has not been collected until such time as he/she is collected by a parent/carer, or appropriate alternative arrangements are made with social care and/or police to ensure the child's safety.
- 1.1e The school's designated person for child protection will keep a record of incidents where parents do not collect a child from school, are late in doing so for no good reason, or where this is a repeat occurrence. Any child welfare concerns arising out of such an incident(s) will be dealt with in accordance with the school's child protection procedures.
- 1.1f When a child is not collected from school, and it is considered appropriate, the Principal will send a letter to the parent(s)/carer(s) notifying them of the arrangements that were made to care for the child. An example of this letter can be found at appendix A.

2. Procedure

2.1a In the event that a child is not collected by a parent or carer, this will be brought to the attention of the Principal or person with designated responsibility. The Principal or person with designated responsibility will then make every effort to contact the parent or carer or named alternative carer.

2.1b In the unlikely event that the child is in immediate need of protection, the police, who have emergency protection powers, will be contacted (see appendix C for contact details).

2.1c If the child has not been collected by 4.15pm (or within 30 minutes of the end of the school activity) and the Principal or person with designated responsibility is unable to contact a parent or named carer, he/she will phone the duty Educational Welfare Officer and follow their advice.

2.1d You may be directed to contact the duty social care team¹ for the school area, or the allocated social worker (see appendix C for contact details), if so you will need to provide the following information:

- i. Brief circumstances of incident
 - ii. Child's details
 - iii. Name(s)
 - iv. date of birth
 - v. address
 - vi. gender
 - vii. ethnicity
 - viii. religion
 - ix. language spoken
 - x. special dietary needs
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- xi. SEN/behavioural difficulties/medical needs
- xii. Parent/carer/alternative carer details
- xiii. name(s)
- xiv. address(es)
- xv. home/work/mobile telephone number(s)
- xvi. Any current or previous child protection concerns
- xvii. Any previous incidents of not being collected from school

(Note: If you make a call it should be followed up within 48 hours using a multi-agency referral form i.e. a written record of the referral will need to be made).

Social care will give advice and may carry out appropriate checks and make further attempts to contact the parent/carer. If there are any concerns about the welfare of the parent/carer, social care will ask the local police to visit the home address.

If an appropriate relative or carer is located, he/she will be asked to ensure that the child is collected from the school. If there is a genuine reason for the relative or carer being unable to do this, social care will liaise with school about arrangements for the child to be collected and taken to the address.

If attempts to contact a parent or appropriate carer are unsuccessful, social care will arrange for the child to be collected and taken to a place of safety e.g. a temporary foster carer or family centre. They will notify the school of the child's placement and provide contact details as appropriate.

Plans for transporting the child will depend on local arrangements which should take into account staff availability out of hours, the need for adequate insurance cover, appropriate gender balance, and any information about special needs or behavioural difficulties etc provided by the school. Where possible, two adults should be present. If there is a shortage of staff a mini cab could be used with a suitable escort. Social care for the school area will liaise with social care for the area in which the child resides if this is different.

Regularly Transported Children

Where arrangements are in place for a child to be escorted home from school, and there is no response at the home address, the driver will immediately inform the school. If other children have to be taken home, the child will remain in the vehicle whilst this is done. The driver will leave a proforma (see Appendix B) at the child's address with the school's contact details. Unless directed otherwise, the driver will then return the child to the school. In the meantime, the school will liaise with social care for the area in which the child resides, in the event that the parent or carer continues to be unobtainable.

Major Incidents

If an incident occurs which results in a large number of children not being collected, social care will be contacted at the earliest opportunity, because it may be necessary to accommodate the children at a single location until an appropriate carer is located. If the nature of the incident is considered serious, the arrangements for collecting and caring for the children, including overnight placements, will form part of the Borough/Authority's emergency plan.

Emergency Procedures if a Child is Discovered to be Missing

Introduction

This guidance should be read in conjunction with the whole school health and safety policy.

Purpose and Aims of this Guidance

The purpose of this guidance statement is to give all staff, both teaching and non-teaching, a clear understanding of how to respond and who to inform should they discover a child is missing. The aims of this guidance is to:

- provide a clear procedure which is understood and effectively implemented by all staff,
- enable the missing child to be located as quickly as possible and given the appropriate level of safety and security commensurate with the pupil's age and emotional/behavioural maturity.

Staff need to be mindful that a child can go missing at any time of the day. The following are examples of the occasions / times when children might go missing:-

a) From an indoor lesson

This could occur when a child is allowed to leave the classroom unaccompanied by an adult and fails to return;

- to go to the toilet,
- to collect something from his/her bag in the cloakroom,
- being sent to another class or teacher as a punishment,
- undertaking errands for the teacher such as taking the register to the office.

b) From an outdoor lesson

This could occur when the class are outside the building with the children spread out and/or engaged in a variety of activities that make it is easy for a child to wander away unnoticed.

- during games lessons on the playground or field
- during other outdoor lessons, (e.g. measuring parts of the building)
- at the beginning or end of outdoor lessons when children are getting changed or using the toilet, drinking fountains etc.

c) Travelling about the school

This could occur when the children are spread out and beyond the teacher's direct supervision (please be aware of your pupils' behaviours and who needs to be kept near you).

- going to and from the hall or outdoors before and after a PE lesson,
- going to and from the hall before and after assembly,
- moving between groups or sets,
- going to and from the classroom at the beginning/end of lunch/break times.

d) Other Times

These include:

- At the start of the school day when children are freely moving about the grounds before lining up time.
- When pupils are late at the start of the day.
- At break and lunch times.
- At the end of the school day when children and parents are freely moving about.
- After school clubs.

- If they have permission to travel to school or to return home on their own.

Upon Discovering a child is Missing

It is important that the person discovering a child is missing knows what to do.

What action is taken depends on who discovers the child is missing. Therefore, the following action should be taken by the following personnel.

Voluntary helpers will:

Notify immediately the class teacher. If the teacher is not available for whatever reason they must inform the classroom support staff if there is one, or, if there is not, the nearest available teacher. They should state the name of the child (if known) or a description of the child (if the child's name is not known to them), what the child was last seen doing and where, and how long since they last saw the child. Thereafter they should assist with any organised search for the child as directed by the class teacher or the Principal.

Classroom Support Staff will:

Notify immediately the class teacher. If the teacher is not available for whatever reason they must inform the nearest available teacher. They should state the name of the child and what he/she was last seen doing and where, and how long since they last saw the child. Thereafter they should assist with any organised search for the child or supervision of the rest of the class as directed by the class teacher or the Principal.

Lunchtime supervisors will:

Notify immediately a teacher, or the VP or Principal (whoever is found first). They should state the name of the child (if known) or a description of the child (if the child's name is not known to them), what the child was last seen doing and where, and how long since they last saw the child. Thereafter they should assist with any organised search for the child or supervision of the rest of the children as directed by the Senior Midday Supervisor or the Principal or Vice Principal.

The Class Teacher will:

Conduct / organise a search of the immediate surroundings, i.e.:

- Indoors - in the classroom (looking under tables, work surfaces and other possible hiding places such as cupboards), adjacent work areas and classrooms, nearby cloakrooms and toilets.
- Outdoors - in the immediate area where the child was last seen including looking under bushes and up trees etc.
- [NB the teacher should quickly arrange for another adult (e.g. support staff or neighbouring teacher) to supervise their class while they conduct any search away from the class for which they are responsible].

If this initial search does not find the child the teacher shall begin to organise a wider search of the school buildings and grounds including searching public areas in other parts of the school e.g. library areas, toilet and cloakroom areas, corridors, hall etc. (it is not necessary at this stage to search classrooms unless they are empty). The task of undertaking this search can be done either by the teacher personally or they can delegate this to a member of the support staff depending on the teacher's knowledge of the child including their emotional and behavioural characteristics. At all times the rest of the class must be supervised by either the class teacher or a member of the support staff. If appropriate a neighbouring teacher can be asked to supervise the class (as well as their own) to enable both the teacher and the support staff to conduct the search.

If this search does not discover the missing child within a reasonable time the teacher must inform the Principal (directly or via the school office) of the missing child and the facts surrounding the child's disappearance.

The Principal will:

Take charge of the situation. Once satisfied that the class is adequately supervised the Principal will join the teacher (and support staff if applicable) in searching the school premises for the missing child directing the teacher (and others) where to search (e.g. while he searches externally, the teacher searches internally) Alternatively, the Principal may direct the teacher (or support staff) to return to their class in order to continue supervising the class and to be a familiar adult should the missing child return to their classroom. In this situation the Principal will continue the search alone or with other available adults.

When the Principal is satisfied that the child is not on the premises he will instruct the office staff to contact the child's parents and inform them of the situation and to enquire if the child has returned home. If the child is at home the parents will be informed by telephone of the known facts surrounding the child going missing. If the child is not at home the Principal will, in consultation with the parents, begin a search outside of the school premises.

If the parents cannot be contacted at home the Principal (or other adults as directed by the Principal) will begin a search outside of the school's immediate premises. This may include a visit to the child's home if this is near the school. If the child is not found within 45 minutes the Principal (or other staff if so directed by the Principal) will inform the police and, as appropriate, the social services and the Chairman of Governors of the child's disappearance. Thereafter the Principal will follow the instructions of the police regarding the continuation of the search for the child.

The Office staff will:

Inform the Principal of the missing child and then await further instructions. They will not take part in the search but will instead contact the child's parents when instructed by the Principal to do so and inform them of the situation and enquire if the child has returned home. They will then hand communication with the parents over to the Principal unless directed otherwise by the Principal. If the parents cannot be contacted the office staff will, if directed to do so by the Principal, telephone the police, social services and Chairman of the LAB to inform them of the missing child and giving them such information as they may request. The school staff, including the Principal, will then continue the search as directed by the police and the office staff will continue to try to contact the child's parents.

Missing Children Seen Running Off the Premises

If, during the search, the missing child is seen leaving the premises, the member of staff witnessing this must inform the most senior member of staff immediately available or, if none is available, send a message to the office via a reliable messenger without losing sight of the child if possible.

As a general rule staff should not pursue a child beyond the school boundary. Instead they should report to the Principal where they last saw the child and the direction the child was heading so that this information can be communicated to the parents or police as appropriate. The member of staff should then return to their normal duties unless directed otherwise by the Principal.

In certain circumstances it may be appropriate for the member of staff to go beyond the school boundary, e.g. to retrieve a child who has accidentally wandered out of an open gate, or to follow/retrieve a child with special needs who has deliberately left the premises but in doing so does not understand the gravity of their action. Staff are expected to use their professional discretion in deciding whether or not it is appropriate to go beyond the

school boundary in pursuance of such children. If a child is followed beyond the school boundary the member of staff must behave in a manner that is not threatening to the child. They must not run after the child as this may cause the child to run into a dangerous situation, e.g. the child might run into a road without looking out for traffic in an attempt to evade the pursuing, running adult.

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.

Investigations

When a missing child has been located and safely returned to school, the child's family or the police, the Principal 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.

APPENDIX A

Dear Parent/Carer's name

Re: Child(ren)'s name(s)

On Child(ren)'s name(s)

were not collected from school at the end of the school day, and we were unable to contact you or your named carer(s). As a result, in order to safeguard and promote the welfare of your child(ren), we implemented the procedure for dealing with children not collected at the end of the school day or school activity.

This procedure, which has been agreed by the school, local authority education services, social care, police and the Local Safeguarding Children Board, involved us contacting social care in order that arrangements could be made for your child to be taken to a safe place. I am sure that you will appreciate the importance of providing for your child in these circumstances.

I hope that the reasons for your child not being collected are not serious, but would you please contact me as soon as possible to discuss this matter further.

You can also contact social care on for further information about the action taken.

Yours sincerely

Principal

APPENDIX B

Dear Parent/Carer

On / / at pm, there was no response when your child(ren)
..... was/were returned to his/her/there address as previously
arranged. Unless the school instructs otherwise, the driver will return your child to the school
and arrangements will be made to ensure his/her safety.

Please ring the school on as soon as possible. If no-one
is available when you call, please contact social care on

Yours faithfully

Mr/Mrs/Ms

.....

Principal

APPENDIX C

| CONTACT TELEPHONE NUMBERS | |
|---|-------------------------|
| School: Oriel Primary School Tel: 0208 894 9395 | |
| Principal Matthew Read | |
| Designated person Anna Birch | |
| Education Welfare Services | Tel: 0208 583 2766 |
| Social Care Intake Team (West) | Tel: 0208 5832548 |
| Emergency Duty Social Worker | Tel: 020 8583 6672/6673 |
| Police | Tel: 0208 721 2534 |

Dear Parents / Carers of Year 5 and 6

RE: Permission to walk home alone

Please may we ask all parents who have given permission for their children to walk home alone to speak to them about being safe and going straight home after school.

As the nights draw in it and it gets dark, it is really important that pupils understand that the expectation is that they go **straight home** and do not stay out to play.

If pupils do not follow this rule then we will refuse to allow them to go home on their own and they will have to be collected.

Please can I remind all parents that it is school policy that we do not allow younger children to walk home without an adult or a sibling who is 16+. We do not and will not allow younger children to go home without a named adult who is on our permission list.

We offer an after school club facility until 5.30pm if collecting at 3.20pm is difficult for you. Please ask in the office for details.

In order to maintain the accuracy of our permission to walk home alone list, please complete and return the reply slip to the office so that we can make sure the arrangements are as up-to-date as possible.

We need the reply slip returned to us by Friday 18th September as from Monday 21st September we will not allow a child to leave the premises on their own unless this slip has been completed and returned.

Yours faithfully



Mr M Read
Principal

✂.....

Permission to walk home alone

My child in class

has my permission to walk home alone from school.

I have made sure that my child is well aware of the importance of returning straight home after school.

Signed: Parent/Carer Date: