Pownall Hall School

Missing Child Policy
(Uncollected Child Procedure)

This is a whole school policy; it refers to and includes EYFS, after school care and holiday clubs held on our premises. Please see section 6 for EYFS.

This policy complies with government legislation and is regularly updated in accordance with current guidance and the ISI Regulatory Standards for Independent Schools (0918). Copies are on the school's website and are available to parents and prospective parents on request.

The health, safety and welfare of all the pupils at Pownall Hall School are of paramount importance to all adults who work at the school and govern it. All our children have the right to protection and to have their safety guarded. The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Pownall Hall School will safeguard and promote the welfare of children who are pupils at the school, in compliance with DfE Guidance 'Keeping Children Safe in Education' (September 2024), 'Working Together to Safeguard Children' (2019) and 'HM Government: Revised Prevent Duty Guidance for England and Wales (July 2015)

1. INTRODUCTION

The welfare of all of our children at Pownall Hall School is our paramount responsibility. Every adult who works at the school has been trained to appreciate that he or she has a key responsibility for helping to keep all of the children safe at all times.

2. ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING FROM THE SCHOOL

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible.

If a child was found to be missing, we would carry out the following actions:

- Inform the Headmaster, Deputy Head or member of SLT who will immediately coordinate the search with all available staff including maintenance team
- Ensure that the class remains adequately supervised and calm
- If appropriate the teacher will join in the search and contribute information

If the child is not found within a short space of time, the following steps should be taken:

- The Headmaster, Deputy Head or member of SLT will notify the police and the child's parents:

Included is a guide for timings when dealing with a situation like this:

- Wait 15 minutes and then contact parent/carer picking up, ring the Police and contact East Cheshire Local Safeguarding Board.
- The staff will continue to search the school premises and grounds, widening the search to include the immediate locality.
- If the child's home is within walking distance, a member of staff would set out on foot to attempt to catch up with him/her
- If the child is found near to the school, then the police and parents will be told immediately.
- Where it proves necessary, the school will cooperate fully with any Police investigation and any safeguarding investigation by Social Care and:
    - The DSL/DDSL will inform the Chairman of Governors
    - The Insurers will be informed
    - If the child is injured a report will be made under RIDDOR to the HSE
    - The DSL/DDSL will inform the Local Children's Safeguarding Board

The incident report will contain a full written record of all events up to the stage when the child was found. The incident will be recorded on CPOMS. Procedures will be examined and adjusted as necessary.

3. ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING ON AN OUTING

- An immediate head count must be carried out in order to ensure that all the other children are present
- The Group Leader must coordinate a search of the immediate vicinity
- If the child is not found immediately then the **police must be contacted**
- Inform the Headmaster by phone
- The Deputy Leader and support staff must take full responsibility for the safety of the remaining group.
- Where it proves necessary, the school will cooperate fully with any Police investigation and any safeguarding investigation by Social Care and:
    - The DSL/DDSL will inform the Chairman of Governors
    - The Insurers will be informed
    - If the child is injured a report will be made under RIDDOR to the HSE
    - The DSL/DDSL will inform the Local Children's Safeguarding Board

The incident report will contain a full written record of all events up to the stage when the child was found. Procedures will be examined and adjusted as necessary.

4. ACTIONS TO BE FOLLOWED BY STAFF ONCE THE CHILD IS FOUND

- Talk to, take care of and comfort the child and other children in the group
- The Headmaster/Deputy Head will speak to the parents and other agencies, as appropriate, to discuss events and give an account of the incident
- Media queries should be referred to the Headmaster
- There must be a full written incident report and procedures must be adjusted where necessary.

5. PROCEDURES TO BE FOLLOWED BY STAFF WHEN A CHILD IS NOT COLLECTED ON TIME

If a child is not collected within a reasonable period and the school has not been informed of delays, the teacher or office staff will call the contact numbers for the parent or carer. Children in the prep school will be cared for in the Homework Club in the first instance, then After-care and children in pre-prep will be looked after in After-care. If there is no answer, the teacher will call the emergency contact numbers for this child.

If there is no response from the parents' or carers' contact numbers or the emergency contact numbers the teacher will inform the Headmaster/Deputy Head/Member of SLT, who will ensure that the child is safely looked after for a further hour until contact can be made. If contact cannot be made, social services will be contacted.

6. EYFS and OUT OF SCHOOL CARE

This whole school policy applies to EYFS and Out of School care groups with the following addition:

- Whenever a child is missing either in school or on an outing, Ofsted must also be informed by the SDP/ DDP.

7. CHILD MOVING TO ANOTHER SCHOOL

When a child has moved to another school the Head, Deputy Head or DSL will contact the school to confirm the child is in attendance.

We undertake to look after the child safely throughout the time that he or she remains under our care.

MONITORING AND REVIEW

This policy will be monitored by the Headmaster and staff and will be reviewed at least every two years, or before if appropriate.

Presented to Governors for approval **Sept 2025**

Signed:

Mrs Eileen MacAulay, Chair of Governors Sept 2025

REVISION LOG:

Date	Changes Made	Version No
Dec 2007	Created	V1
Dec 2009	Reviewed	V2
Dec 2010	Reviewed	V3
Feb 2012	Reviewed	V4
Jan 2013	Reviewed	V5
Mar 2014	Reviewed	V6
Feb 2015	Reviewed	V7
Feb 2016	Reviewed	V8
Sep 2016	Reviewed	V8.1
Feb 2017	Reviewed	V9
Feb 2018	Reviewed	V10
Feb 2019	Reviewed	V11
Feb 2020	Reviewed	V12
Feb 2021	Reviewed	V13
Nov 2021	Reviewed	V14
Nov 2022	Reviewed and amended	V15
Sept 2023	Reviewed and amended	V16
May 2024	Amended - uncollected child procedure title	V17
Sept 2024	Reviewed and updated	V18
Sept 2025	Reviewed - minor update to include CPOMS system	V19

Next Review: Sept 26