

# Bertie's

## NURSERY SCHOOL

Wraxall

### 5.1 App4

### BERTIE'S MISSING CHILD POLICY

This policy is written with reference to the DfE documents:

- Children Missing in Education
- Advice on School Attendance

#### **Aim**

The welfare of every child at Bertie's Nursery is the responsibility of every member of staff. The aim of this policy and its procedures is to ensure all the children at Bertie's Nursery are safe and receive a suitable education.

#### **Objectives**

- To record attendance
- To record the reason for absence;
- To ensure every child has access to a full-time education
- To act early to address patterns of absence;
- To communicate effectively with parents and the LA
- To act collectively in the case of a child going missing during the school day

#### **Admissions and Attendance Registers**

- All the children in the school are registered in both the Admissions and Attendance Register from the first day of their attendance at Bertie's Nursery.
- The Admissions Register is held by the Registrar. It is monitored by the Head of Nursery.
- The Attendance Register is held in the School Office and in the Head of Nursery's Office. It is monitored by the Head of Nursery.
- Amendments to original entries to both registers are archived or kept for further note. The reason for amendment is made alongside the date, name and position of the person who made the change.
- Both registers are stored for five years.
- Both the registers are evaluated, usually termly by the Education Committee.
- Admissions Register
- The school Admission's Register is managed by the Registrar. Alongside the register the Registrar keeps a paper trail of communication with the LA.
- The register is monitored by the Education Committee.
- The Registrar works closely with the LA in regard to children joining and leaving the school.

- The Admissions Register takes note in full of each child's details;
  - Name in full
  - Gender
  - Name and address of both parents – as far as practical – and note of with whom child lives
  - Changes of address and in which case note of whom the child will normally live in the future. Date of change
  - Telephone number of at least one parent in case of emergencies and at least one other person's details who can be contacted in an emergency
  - Day, month, year of birth
  - Date, Month and year of admission
  - Name and address of Play Group or Nursery last attended – if any
  - Destination Playgroup, Nursery or Reception Class and first date of attendance

### **Local Education Authority**

Good, effective communication with the LA (North Somerset) is essential to make sure children are safe and to check the status of the Funding used by the family. If a child is removed from the register for a particular reason, the school notifies the LA as soon the grounds are met and before the child's name is deleted. In the case of a child leaving Bertie's Nursery without the school knowing of their destination, the DSL is informed and the matter becomes a safeguarding issue which would be reported to the LA.

### **Attendance Register**

- The school Attendance Register is managed by the Head of Nursery.
- The Attendance Register is monitored by the Education Committee.
- The Attendance Register takes full note of each child's attendance and is completed for each individual child upon arrival and upon departure (given that children may either be in for sessions, standard days or full days).
- Registration is recorded electronically (by hand if system is down) and returned to the school office. The Head of Nursery checks that all absentees are accounted for - parents may have phoned in reporting illness etc. Parents are called as soon as possible, for those children not accounted for, when expected.
- The Attendance Register illustrates if a child is

Present

Absent

Attending approved activity outside of school

Unable to attend for exceptional circumstances

Taking authorised absence

Taking unauthorised absence

A standard code to reflect attendance is used by the school office staff.

**Actions to be taken if a child goes missing after registration:**

- In the event of the absence of a child, who was registered present in the morning or afternoon, a member of the Leadership Group will be informed and a search will be organised:
- A search will be made of the school grounds and buildings and discreet questioning of staff and older children to establish when and where the missing child was last seen, will take place. Those involved are likely to be members of the Leadership Group, Matrons etc. Mobiles phones will be used as a means to communicate between the groups. A time and a place of conclusion will be previously agreed. A comprehensive search should not take more than 20 minutes. The procedure will be stopped at any stage if the child is found.
- If the child remains absent after the search, the fire bell will be rung to enable a full school registration to take place.
- If after the 'fire registration', the child is not found, the Head of Nursery will contact the Police and the child's parents. The DSL will inform the North Somerset Safeguarding Lead.
- From this stage, the Crisis Management Policy will apply (see Health and Safety manual). A written record will be made in the Pastoral Care book. This should state the details and timings, the outcome and the reasons why the child was missing. This will be signed and dated by the Head of Nursery and a member of the Leadership Group.

**Actions to be followed when a child is found:**

- The most appropriate member of staff to talk to and comfort the child. A talk/assembly delivered to the children to ensure they understand why they need to tell someone where they are and the importance of keeping safe. Information will be delivered to parents and an investigation will follow including statements from staff. Points should be noted for the future to ensure this risk is minimised.

**Actions to be followed when a child is not collected at the end of the day (See Collection policy):**

- Contact parent or main carer by telephone, if neither is available use any other emergency numbers held on the Nursery Information System, 'Child Care Connect' for that child. During this time the child will be cared for and kept safe. Inform the Head of Nursery or a member of the Leadership team.
- At their discretion and relative to the time of absence, the Head of Nursery or in their absence, a member of the Leadership team to contact Social services and the police. The school will make a written report of the timeline of events. The nursery will continue to look after the child until either one of the designated people collects the child or Social Care take the child into their care. The DSL will keep a record of any such events for future reference. If a pupil is injured a report made under RIDDOR is sent to the Health and Safety Executive.

**Actions to be followed if a child goes missing on a school trip:**

- After a regular head count check shows that a child is missing an adult will search the immediate area. The Head of Nursery will be informed and they will contact the parents who may go to the venue or the school. The venue manager will be asked to search their setting.

- As necessary the Police will be contacted, also the DSL to inform the LCSB. At such time the other children will return to school. The Chairman of Governors will be informed and the school's insurers will be informed. If a child is injured a report made under RIDDOR is sent to the Health and Safety Executive.

**Actions to be followed when the child is found:**

- The most appropriate member of staff to talk to and comfort the child.
- A talk/assembly delivered to the children to ensure they understand why they need to stay with their group and group leader and keep safe. Information will be delivered to parents and an investigation will follow including statements from staff. Points should be noted for the future to ensure this risk is minimised. Media inquiries should be referred to the head of Nursery.

**Missing Children and Safeguarding**

- The school is aware that a child who runs away or goes missing from an education setting can be a potential indicator of abuse and neglect. We have in place appropriate safeguarding responses to children who go missing from education settings, particularly on repeat occasions, to help identify any risk of abuse and neglect including sexual abuse or exploitation and to help prevent the risks of their going missing in future.

This policy and associated procedures is monitored by a member of the Leadership Team. Monitoring is generally ongoing but at least termly. Evaluation is made by the Education Committee each term.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>13/02/2020</i>	H Fulton	<i>1/11/2020</i>

Overview required by Safeguarding & Risk and Regulatory Committee - date	Policy upload to ISI Portal - date	Policy uploaded to website(s) - date
<i>01/11/2020</i>	<i>01/05/2020</i>	<i>01/05/2020</i>