



Comper Foundation Stage School

Lost Child Procedure & Children Missing in Education Response 2022/23

(Draft -To be ratified at FGB October 13th 2022)

Lost Child Procedure

In the event of a child being found missing during a school day or on an outing, the following procedure must be followed:

1. Check all possible places where the child might be in the immediate vicinity.
2. Talk to all staff members, additional adults and children to determine where/when the child was last seen. Talk sensitively to other children to avoid causing alarm.
3. If the child is not found after careful searching of the local vicinity within 10 minutes, raise the alarm by telephoning:
 - The child's parents (Staff member 1. Carried out at the same time as bullet 2)
 - The police on 999 (Staff member 2)
 - Headteacher at SSMJ
 - The Chair of Governors, Jesper Ekelund
 - Education Safeguarding Advisory Team (ESAT)
4. After the event, review security procedures and Risk

Assessments. Write new Risk Assessments, Evacuation Plans etc. as necessary.

5. Inform Ofsted

Children Missing in Education Response

1. Comper Foundation Strage School will take responsibility for enter pupils on the admission register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. We will also ensure to the best of our ability that the register is kept up to date with any changes to the family's details.
2. If a pupil fails to attend on the agreed or notified date, the school will undertake reasonable enquiries to establish the child's whereabouts and consider notifying the local authority at the earliest opportunity.
3. Comper will monitor pupils' attendance through their daily register. Taken each morning as soon as children arrive and then again straight after lunch.
4. Parents/Carers of any child that is absent on any given day will be called by 9.30am should the school not have already been contacted by the parent/carer.
5. Comper will inform the local authority of the details of any pupil who fails to attend regularly, or has missed ten school days or more without permission
6. Attendance will be monitored by a member of the senior leadership team every two weeks. Poor or irregular attendance will be addressed in the first instance through a 1:1 meeting with the parent/carer to discuss the barriers to better attendance.
7. Persistent poor attendance for children of school age will be reported to the Local Authority Learner Engagement Team.
8. Persistent poor attendance with no valid reason for children of either school age or pre-school will be considered by the designated safeguarding lead for escalation to social services under the category of neglect. The school will refer to key statutory documents such as <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2> to assess whether the case meets the threshold for statutory services to be involved.

9. Where a pupil has not returned to school for ten days after an authorized absence or is absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause
10. Comper will comply with the statutory guidance for recording and sharing information with the local authority and incoming schools about children's transfers between schools and local authorities.
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf
11. When the whereabouts of a child is unclear or unknown, it is reasonable to expect that the local authority and the school will complete and record one or more of the following actions:
- a. make contact with the parent, relatives and neighbours using known contact details;
 - b. check local databases within the local authority;
 - c. check Key to Success or school2school (s2s) systems;
 - d. follow local information sharing arrangements and where possible make enquiries via other local databases and agencies e.g. those of housing providers, school admissions, health services, police, refuge, Youth Justice Services, children's social care, and HMRC;
 - e. check with UK Visas and Immigration (UKVI) and/or the Border Force;
 - f. check with agencies known to be involved with family;
 - g. check with local authority and school from which child moved originally, if known;
 - h. check with any local authority and school to which a child may have moved;
 - i. check with the local authority where the child lives, if different from where the school is;
 - j. in the case of children of Service Personnel, check with the Ministry of Defence (MoD) Children's Education Advisory Service (CEAS); and
 - k. home visit(s) made by appropriate team, following local guidance concerning risk assessment and if appropriate make enquiries with neighbour(s) and relatives.

38. This list is not exhaustive or prescriptive, and so local authorities and schools should treat each case on its individual merits and use their judgement, ensuring they have taken into account all of the facts


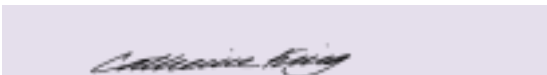
of the case. It should be recognised that the type of reasonable enquiries required to try to locate a child will differ from case to case and additional enquiries to those suggested in this section may be necessary.

39. Making these enquiries may not always lead to establishing the location of the child, but will provide a steer on what action should be taken next, for example, to contact the police, children's social care and, in cases where there may be concerns for the safety of a child who has travelled abroad, the Foreign and Commonwealth Office.

CONTACT TELEPHONE NUMBERS

Police	Tel: 999
Comper Foundation Stage School,	Tel: 01865 245768
Jesper Ekelund, Chair of Governors	Tel: 07729109787
ESAT	Tel: 01865 810603
Ofsted	Tel: 0300 123 1231

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Updated:	October 2022	
Review:	October 2024	
Signed CoG		Date:
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Signed HT		Date:
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