



Hanover Street School (ELC)



**IMAGE FROM Care Inspectorate*

Absent/Missing/Lost Pupil Policy & Procedure



<u>Relevant Performance Indicators</u>		
UNCRC	<i>Article 3 – all adults should do what is best for you</i> <i>Article 19 –the right to be protected from being hurt or badly treated</i>	
<i>HGIOELC(2016) & HGIOS4(2015) Quality Indicators</i>	2.1	Safeguarding and child protection Arrangements to ensure wellbeing National guidance and legislation
<i>Health and Social Care Standards (2017)</i>	3.20	I am protected from harm, neglect, abuse, bullying and exploitation by people who have a clear understanding of their responsibilities.
	3.21	I am protected from harm because people are alert and respond to signs of significant deterioration in my health and wellbeing that I may be unhappy or may be at risk of harm.
	3.23	If I go missing, people take urgent action, including looking for me and liaising with the police, other agencies and people who are important to me.
Care Inspectorate: A quality framework for daycare of children, child-minding and school aged childcare (2021)	1.2	Children are safe and protected

Policy Written By	Sarah Lemmon, SEYP & Gillian Forbes, DHT
In Consultation With	Nursery Team & Updated Care Inspectorate Guidance
Date(s) of Review & Changed Made	<ul style="list-style-type: none"> • <u>created April 2019</u> • September 2020: - risk benefit approach towards ratio, rather than fixed numbers, new sections to aid reading of policy, new recording and reporting section • September 2021 – links to CI new quality framework, change in ratios due to expanded hours, SIMOA CI guidance.
Date of Next Review	September 2022 or sooner if legislation/guidance dictates
Signature(s)	<i>Gillian Forbes Sarah Lemmon</i>



Contents

1. Introduction
2. Staffing, Attendance & Absence Procedures

Dealing with Missing/Lost Pupils

3. General Preventative Safety Measures
 - *Visitors/General Entry to School Building and/or Nursery*
 - *Drop Off & Pick Up Arrangements*
 - *Classroom Management, Routines and Predictability*
 - *Use of SIMOA, the Care Inspectorate elephant, to support good practice*
4. Routines Out with the Nursery Playroom
 - *Visiting the Nursery Garden*
 - *Wee Green Spaces*
 - *Outdoor Walk or Trip*
5. Reactive Measures - If A Child Goes Missing in Our Care
 - *In the Nursery/School Building*
 - *In the Playground/School Grounds*
 - *During a Wee Green Spaces Session or Nursery Walk/Trip*
6. Managing Children and Adults
 - *During an incident*
 - *After an incident*
7. Recording & Reporting
8. Links to Other Relevant Policies

Appendices

- A. Health and Safety: Daily Number of Children
- B. Names of Children out of the Room



1. Introduction

In Education, our first duty of care is the health, safety and protection of our learners. Thus, we must ensure that children's safety is maintained as the highest priority at all times. This applies within the nursery, school building, outside in the playground or garden, and on any community walks or trips.

The following document will detail security measures taken and the procedure that will be followed in an emergency, if a pupil goes missing.

2. Staffing, Attendance & Absence Procedures

- Staff check sign in registers at 9.15am. Any child not present will be marked as absent and staff will record the total number of children in each key group and in total in the nursery. (Appendix A)
- These numbers will then be displayed in the main room to allow checking before leaving the room.
- This information is then transferred onto SEEMIS, the school administration system, by the times noted above.
- If a child is absent, a groupcall text message will be sent by the office staff.
- If the child is absent for more than 2 days a call will be made to their parent/carer to check if everything is ok. If the child and/or family is deemed to be particularly vulnerable, then contact must be made sooner.
- All Leadership Staff to be familiar with the two Aberdeen City Council Policies - [Guidance on Managing and Promoting Pupil Attendance](#) and [Children Missing from Education Policy](#) to guide decisions and any contact made.
- A minimum adult to child ratio of 1 adult to 8 children will be maintained at all times. *In small group situations, two members of staff will be present at all times. *(This ratio is for qualified staff members and does not include volunteers or students.)*

3. General Preventative Safety Measures

Visitors/General Entry to School Building and/or Nursery

- Hanover Street School has a security entry system at the main entrance. All visitors entering the building must report to and pass through the reception area.



- The nursery doors themselves have double locks, one high up, to prevent children being able to leave the nursery without an adult.
- All visitors to nursery will be supervised and if any visitors leave during the nursery session then the door will be checked on their departure.

Drop Off & Pick Up Arrangements

- Various members of the nursery team will be on hand to greet all parents/carers and children on arrival to help ensure children are welcomed in safely.
- Children will prepare/get ready with parent and staff support, lining up in key groups (blue, green, red and yellow), in 4 small lines to aid counting and visibility of pupils and parents.
- As part of personal plan, the nursery team will collate names of people who will be collecting each child. Names of people who are not permitted to collect children are also recorded if appropriate.
- If someone arrives at pick up time that is not recorded or is not the main parent/carer then staff will call the child's parent/carer to check before handing the child over.

Classroom Management, Routines and Predictability

The benefits of routines and clear expectations give emotional security to children, making them feel safe, secure and knowing what to expect. The nursery team will deploy consistent, effective classroom management in line with school/nursery policies. Children will be involved in developing, promoting and celebrating the following of these routines, to promote understanding and positive reinforcing of them. Consistency is key. As a reflective and responsive nursery, staff are encouraged to reflect and positively challenge any routines that are either not implemented, or not deemed to be effective, useful or developmentally appropriate for the children.

Use of SIMOA, the Care Inspectorate elephant, to support good practice

SIMOA raises awareness and promotes acting responsibly to safeguard, protect and support children's wellbeing.

Simoa always remembers:

Safe

Be alert to all potential risks in your setting.



Inspect

Look around and inspect the environment to make sure a child can't leave an area without staff or their parent/carer.

Monitor

Regularly check that all children are accounted for particularly when they are outside, on outings or using transport.

Observe

Observe children and think about their feelings and emotional security – use these observations to support children to feel loved and secure.

Act

Assess and take action to keep children safe.





4. Routines Out with the Nursery Playroom

Visiting the Nursery Garden

A minimum adult to child ratio of 1 adult to 8 children will be maintained at all times and two members of staff will be present at all times. *(This ratio is for qualified staff members and does not include volunteers or students.)*

- Ratios should also consider the fact that the toilet facilities are inside the school building. Where possible, an extra member of staff should go to the garden. Or, if a child needs the toilet inside, staff should take extra children with them to ensure the ratio of 1:8 is maintained at all times. The nursery does have a “pop-up toilet” to aid free-flow play and child safety. However, this is currently on hold due to increased risk of infection due to COVID.

- When children leave the nursery to go to the garden, and vice versa, a headcount will again be done and a list of the children’s names/numbers will be given to the staff remaining in the nursery to inform them of who has left/is in the nursery.(Appendix B)

- The staff taking the children outside will also take a copy of the names to ensure they have a written note/list of the children present in the garden.

- Regular head counts and check ins with children will be undertaken.

- Again, clear boundaries, routines and expectations should be consistently made clear to children and families.

Wee Green Spaces

Our Wee Green Spaces project is done weekly where children leave the nursery setting and visit the beach or a nearby area of Green Space. Further risk assessments are carried out when the children leave the school grounds for trips or for taking part in our Wee Green Spaces project.

To ensure children’s safety at all times the following procedures/measures are taken.

- A rota is drawn up in advance, based on the children’s development and knowledge of the Wee Green Spaces routine, and parent/carers are informed beforehand.

- A risk assessment is completed before every visit and discussed with all staff.

- Staff discuss the safety rules with the children before they leave the nursery, to ensure the children are involved in the risk assessment.



- A final headcount is carried out and a list is left with the remaining staff within the nursery to inform them of who has left the nursery. (Appendix B)
- The staff member leading the activity will also keep a note of the children present. It is advised that a group photo be taken. This will ensure an easy form of taking register, but also helpfully provide photographic detail in the need of any support required. (Appendix B)
- Staff ratios will be advised by Aberdeen City Council ratios, and the developmental needs of the children.
- Staff carry a mobile phone at all times so they can contact the school in any emergencies.
- All children wear hi-visibility jackets/waistcoats.
- Children are put in pairs/small groups with their adult and, wherever possible during the outdoor session, will stay in these groups.
- A headcount will be carried out before leaving the school grounds and then on arrival at the Wee Green Space. This will be repeated on the return journey and regularly throughout the session if staff feel it is required.
- Regular risk assessments of the area, and activities/resources frequently used, will be carried out by the nursery staff.

Outdoor Walk or Trip

Staff are encouraged to take children for a walk and/or learning opportunities, around the local area. They may also go for a nursery trip.

To ensure children safety at all times the following procedures/measures are taken.

- A risk assessment is completed before every visit and discussed with all staff.
- Staff go over the safety rules with the children before they leave the nursery to ensure the children are involved in the risk assessment.
- A final headcount is carried out and a note is left with the remaining staff within the nursery to inform them of who has left the nursery. (Appendix B)
- The staff member leading the activity will also keep a note of the children on the walk/trip. (Appendix B)
- Staff ratios will be advised by Aberdeen City Council ratios, and the developmental needs of the children. *(This ratio is for qualified staff members and does not include volunteers or students.)*
- Staff carry a mobile phone at all times so they can contact the school in any emergencies.
- All children wear hi-visibility jackets/waistcoats.



- Children are put in pairs/small groups with their adult and wherever possible during the session will stay in these groups.
- Any adult/parent volunteers will have been given the chance to read the “Useful Dos and Don’ts”, from the Adult Volunteers/Helpers Policy . They will also be included in any risk assessment briefings and learning purpose discussions.
- A headcount will be carried out before leaving the school grounds and then on arrival at the destination.
- This will be repeated on the return journey and regularly throughout the session if staff feel it is required.

5. Reactive Measures - If A Child Goes Missing In Our Care

In the Nursery/School Building

- Upon finding that a child is missing, the exact time should be noted down and a search of the nursery will be completed.
- If the child is not found then a member of staff will gather the remaining children and a head count will be carried out to ensure no other children are missing.
- Sign in sheets will be checked to ensure the child has not been picked up early.
- A member of the Senior Leadership Team will be notified.
- Reception team at the main office will be notified as to heighten security on the door.
- If after 10 minutes the child is still not found, the police will be called, and the search will continue both inside and out until they arrive.
- A member of the Senior Leadership Team will notify the parent/carer of the child involved and keep them updated throughout.
- **A search for the child will continue from the moment the child is noted missing until they are found, or the police advise otherwise.**

In the Playground/School Grounds

The procedure above will be followed.

Staff should, in their daily risk assessments, identify any high-risk pupils who may leave the playground, and plan in preparation and responsively for this, in line with school procedures. (e.g. a person centred risk assessment)

During a Wee Green Spaces Session or Nursery Walk/Trip



- Upon finding that a child is missing, the time should be noted down and a search of the area will be done.
- If the child is not found, a member of staff will gather the remaining children and a head count will be carried out to ensure no other children are missing.
- A member of the Senior Leadership Team will be notified. They will send another member of the school to escort the remaining children back to the school.
- If after 10 minutes the child is still not found, the police will be called, and the search will continue until they arrive.
- If staff are within an enclosed area i.e. a shop or a building then other help will be requested where possible, and the security team, if present, will be notified to seek their assistance.
- The member of staff leading the activity will stay at the area until the Police arrive to pass on the relevant information.
- A member of the Leadership Team will notify the parent/carer of the child involved and keep them updated throughout.
- **A search for the child will continue from the moment the child is noted missing until they are found or the police advise otherwise.**

6. Managing Children and Adults

During an incident

A missing child can be very worrying for all involved. Part of managing the situation is to ensure everyone stays calm and the children do not feel anxious or worried.

- The staff dealing with the remaining children should not discuss the issue on front of the children or around them to help reduce the risk of the other children becoming distressed.
- The staff team will also feel worried and anxious and wherever possible should try and remain calm. Senior members of the team should ensure clear communication and offer support to all involved.

After an incident

- A prompt review of risk assessment procedures will take place.
- Parents may feel angry. When dealing with an upset or angry parent, two members of staff should always be present, and wherever possible a senior member of the staff team should be present.
- If the incident becomes public knowledge then staff or any member of the school team should not discuss the situation outwith school grounds.



- Staff will have mixed emotions also. This needs to be considered in any debriefing that will take place after any incident.
- If relevant, meetings with parents and/or children will take place. This may enable discussion of certain strategies that were/are in place, such as a person-centred risk assessment, ABC charts, visuals, etc
- Report as necessary.

7. Recording & Reporting

- Care Inspectorate notifications – the Care Inspectorate ask that any incident as detailed above be reported through their e-forms notification system. This is the responsibility of Gillian Forbes, Depute Head Teacher and must be completed within 24 hours of the event/incident taking place. Open, honest and prompt staff communication here then is vital.
- [Duty of Candour](#) – consideration must be made if this triggers the Care Inspectorate Duty of Candour.
- Near miss/incident reporting should take place using Council procedures – currently on Aberdeen City Council Sharepoint, linking to “The Zone”.

8. Links to Other Relevant Policies

- Aberdeen City Council Health & Safety
- Risk Assessments
- Aberdeen City Council Policies - [Guidance on Managing and Promoting Pupil Attendance](#) and [Children Missing from Education Policy](#) to guide decisions and any contact made.
- [Educational Visits Policy and Guidance and other Health and Safety guidance:](#)

Appendix A
Health and Safety: Daily Number of Children (example)

	Blue Key Group	Red Key Group	Green Key Group	Yellow Key Group	TOTAL
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Appendix B

Date:

Day:

Time:

Names of Children out of the Room