



Child missing in Education & Child Missing during the Kindergarten day

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Introduction

Missing child policy

The safety of our pupils is our priority whilst they are in our care at Kindergarten. This policy sets out our procedures for dealing with a child's going missing from the education (i.e. prolonged unauthorised absence) and in the unlikely event that a child goes missing

See collection and failure to collect children policy for further information.

Responsibilities

It is the teacher's responsibility to ensure that all relevant staff are aware of this policy, to ensure relevant staff are aware of their responsibilities, what is expected and the procedures to follow and to ensure that the policy is reviewed on a timely basis.

It is the responsibility of all staff to read the policy and act at all times according to its guidance. There are 3 sections to this policy, Child missing in education, child missing whilst at Kindergarten.

1. Child Missing in Education

- It is a parent's responsibility to notify the Kindergarten by 9am if their child is to be absent.
- Parents know they must contact the teacher.
- If a child is not in Kindergarten by 15 minutes after the start time, the teacher will contact the parent/s to enquire as to where the child is. 'First day calling'
- If the parent does not answer, the office will email and or text the parent with the same enquiry.
- If a child does not return to Kindergarten for 10 days after the unauthorised absence Calderdale Council must be informed.
- During this time the Kindergarten will endeavour to make enquires to the whereabouts of the child, by phone calls, text, email and a visit to the last known address.
- If a child does not attend Kindergarten on their first day (as agreed with parent/s) the Kindergarten will make enquiries to establish the child's whereabouts and notify the local authority at the earliest opportunity.
- CVSE will notify Senior Welfare Officer, Duncan Thorpe of any child missing in education.
Duncan.thorpe@calderdale.gov.uk 01422 266125

2. Missing child during the Kindergarten day.

Staff are responsible for

- Completing Attendance Registers.
- They must be completed accurately and promptly according to guidelines.
- It is the responsibility of parents to ensure they provide correct and updated contact information on a timely basis and know the procedures for handover of their child at the beginning and end of sessions.
- If a parent takes a pupil out of Kindergarten during the day, they must sign them out at the reception.
- The Kindergarten should ensure parents are fully aware of the points at which responsibility for the care of their child passes from staff to them and vice versa.
- There are clear procedures for welcoming pupils into the Kindergarten.
- Pupils must be in 9am for kindergarten

Prepared using the following publications:

Missing child, Calderdale Council, 2018

Children Missing in Education, sept 2016

Keeping Children safe in Education –DFE guidance dated September 2020

Statutory Framework for the Early Years Foundation Stage 2014

Related Policies

- CVSE Safeguarding
- CVSE Risk Assessment