

# LYCÉE INTERNATIONAL DE LONDRES

## WINSTON CHURCHILL

(The “School”)

### Policy #33: Missing child and uncollected child

#### **Mission**

Through a rigorous, bilingual programme and innovative methods, we educate pupils to become responsible, creative, and principled global citizens. We teach them to think critically and act ethically, to form and express their own opinions and respect those of others, to define their own life goals, and to make sense of and embrace change.

Our values are excellence, creativity, integrity, awareness and community.

In support of these aims and values we are committed to ensuring the following:

#### **Introduction**

We are committed to providing a safe environment. Every attempt is made during school outings and exit/entrance procedures to ensure the security of children is maintained at all times.

#### **1. Missing child**

##### **a. Actions to be followed by staff if a child goes missing from the premises**

The staff member who has noticed the absence should inform Head of Section who will coordinate with different departments and:

- First, check the exit point with security staff to see if the child has been seen
- Check with teachers involved in child's education (emails from parents, early collection, last time seen, any unusual behaviour on the day...)
- Ask Primary office or Vie scolaire if Secondary students + receptionist if child has been collected (check sign-in/out log)
- Calmly ask all the adults and students when they last remember seeing the student
- Check the nurse's office
- Check Wellbeing offices
- Ask security team to search the school premises including within the Early Years classes, both inside and out, carefully checking public spaces: library, toilets, and gym.
- Check CCTV records for signs of entry/exit

**b. If the pupil is still missing, the following steps would be taken:**

- Inform the Designated Safeguarding Lead (DSL) who will inform the Head of School
- With Head of School's approval, Head of Section to call the student's parents and explain what has happened, and what steps have been set in motion.
- Following call to parents who confirm that the student is not home, the Head or DSL will immediately notify the Police
- If the pupil's home is within walking distance, a member of staff would set out on foot to attempt to catch up with him/her
- The DSL or Deputy DSL will inform the relevant Local Safeguarding Children Board (LSCB) and the School's Local Authority Designated Officer (LADO)
- The School will cooperate fully with any Police investigation and any safeguarding investigation by the local authority
- The Head will inform the Chair of Governors
- The School's insurers would be informed (by the Head of Finance and Administration)

A full record of all activities taken up to the stage at which the pupil was found would be made for the incident report. If appropriate, procedures would be adjusted.

**c. Actions to be followed by staff if a child goes missing on an outing**

- First, check the exit point with security staff if the child has been seen
  - An adult would search the venue, including: toilets/ bathroom any common areas..gift shop, library, information desk etc
  - Contact the venue manager and arrange a search
  - The Trip Leader would immediately call the Head of Section and the DSL to inform of the situation
  - The Trip Leader would stay at the venue and arrange for other members of staff present on the outing to take all the other pupils back to School as soon as reasonably practicable
- The Head of Section would ring the child's parents as soon as reasonably practicable and explain what has happened, and what steps have been set in motion.
- The Head of Section would ask parents to come to the outing venue
  - The Head of School would contact the Police
  - The School would cooperate fully with any Police investigation and any safeguarding investigation by the local authority
  - The Head of School would inform the Chair of Governors
  - The School's insurers would be informed as soon as reasonably practicable

A full record of all activities taken up to the stage at which the pupil was found would be made for the incident report. If appropriate, procedures would be adjusted.

**d. Actions to be followed by staff once the child is found**

- Talk to, take care of and, if necessary, comfort the child
- Speak to the other students/staff members involved to inform them the missing child has been found
- The Head of Section would speak to the parents to discuss events and give an account of the incident
- The report should be detailed: time, place, number of staff and children, when the child was last seen, what appeared to have happened, the length of time that the child was missing and how she/he appeared to have gone missing
- Discussion with students and rest of class (lesson learned) if practicable

## 2. Uncollected child

Procedures to be followed by staff when an EYFS or primary student is not collected on time:

- If an Early Years child or a primary child who is not authorised to leave school alone is not collected at the agreed collection time, the child will be safely looked after by the School's garderie service (paying service) until 6pm.
- If the child still has not been collected at 6.00 pm he/she will continue to be looked after by garderie and garderie will apply sanctions as described in its T&Cs.
- If there is no response from the parents' or carer's contact numbers or the emergency numbers by 7pm, the Head of Section will contact the DSL.
- The Garderie Manager will keep a record of incidents where parents/carers do not collect a child from School or are late for no explained or good reason on CPOMS, or where there are repeated incidents and garderie will apply sanctions as described in its T&Cs.
- If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the School's Child Protection and Safeguarding Policy
- The School will make a full written report of the incident on CPOMS.

The School may decide to alert the local authorities in case of repeated occurrences which could be interpreted as neglect.

Policy created in October 2022

Reviewed in:

- March 2023