



# Missing, Runaway or Late Pick Up Policy

Guidance - Document Status			
Date of Policy Creation	Spring 2024	Named Responsibility	Mrs. H. Kumar
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## **Aims of the Policy**

- To ensure the safety of all pupils, including pupils in EYFS.
- To ensure that all staff and governors are aware of the procedures for keeping pupils safe.

## **Missing Pupil.**

If there are concerns about a pupil not attending school, then the school will notify the Educational Welfare Officer (EWO) and seek guidance from the local authority to confirm whether a Child Missing in Education (CME) form will need to be completed. The pupil will remain on roll at Holmer Lake Primary until the school can confirm that a new school place has been allocated and the pupil has been enrolled at the new school.

## **Runaway Pupil**

If a pupil leaves the school classroom or school premises without permission, then staff will notify SLT/a DSL immediately. If it is believed that the pupil is still onsite then staff will search the school grounds. If it is believed that the pupil has left the school site, then the police and parents will be notified.

Contact with the Police:

Option 1 – if the pupil returns before the police have arrived then the police must be informed and own school procedures need to be followed.

Option 2 - if the pupil returns to school of their own volition, then the police must be informed and own school procedures need to be followed.

Option 3 - if the police locate the pupil and bring them back to the school the police will conduct the safe and well interview and the school will follow school procedure.

Where a pupil is known to be a 'flight risk' an individual risk assessment will be put in place.

\*It is the school's expectation that staff use their professional judgement to deem what they consider to be an emergency.

## **Late Pick Up**

If a pupil is not collected on time, then parents will be contacted. If a late pick up becomes frequent, then parents will be advised that the pupil will be placed in After School Club (ASC) and parents will be charged accordingly.

Parents will be encouraged to speak to the school if there is a particular reason they might be late picking up so that the school can support where necessary.

## **Procedures in Place to Seek Assistance.**

There are two systems in place for staff to request support: red card system and radio system.

### **Red Card System**

The staff member will:

1. Give their red card to a responsible pupil and ask the pupil to pass onto the first adult they see.
2. The receiving adult will read the name on the red card and offer assistance.
3. The receiving adult will notify SLT if they are supervising pupils and are unable to assist or further support is required.

It is the responsibility of the staff members to ensure that they request a replacement if their red card is lost or damaged. Replacement requests can be made to the admin team.

### **Radio System**

Each class and office has a radio. Class teachers are asked to keep their radios switched off and only use in an emergency.

\*It is the school's expectation that staff use their professional judgement to deem what they consider to be an emergency.

The staff member will:

1. Radio for assistance. An available member of SLT or the Pastoral Team will assist.
2. If a pupil is at danger of leaving the school grounds then the code 'SLT support red' will be used.

Emergency may constitute as but is not limited to\*:

- A pupil leaving the classroom without permission (internal or external door) and no other adult available in class to assist.
- A pupil attempts to or leaves the school premises without permission.
- A pupil poses danger to himself/herself, another pupil or an adult.
- A pupil is injured or is at risk of severe injury.
- Physical or verbal aggression towards an adult.

\*It is the school's expectation that staff use their professional judgement to deem what they consider to be an emergency.