



Missing child and late collection procedures

Children missing during the school day

Children who are absent, abscond or go missing during the school day are vulnerable and at potential risk of abuse or neglect. If a child goes missing during the day a flowchart summarising the actions to be taken can be found in **Appendix A**.

The **West Yorkshire Police Truancy Policy** shall be followed as detailed in the following link: [West Yorkshire Police Truancy Policy](#)

Once the child has returned to school, the Designated Safeguarding Lead will talk to pupil to ascertain the child's views and perceptions and explore the reasons for absconding (push/pull factors). The DSL will undertake an assessment of any presenting safeguarding risks and ensure that appropriate interventions/referrals/support are actioned to address identified risks and minimise any further recurrence of absconding. The DSL will then record the incident on CPOMS.

Children going missing from school trips

At Gateways children have rich and broad learning experiences. These often include using the wider school community or outings off the school premises. Careful measures are undertaken to ensure the safety of all children at all times.

The Procedure to be followed if a child goes missing:

- A register of pupils attending the activity or trip will be taken by the member of staff in charge;
- All other children and staff will be accounted for, and the remaining children will be supervised;
- One member of staff will search the immediate environment and the venue manager (if appropriate) will be informed so a search can be mounted;
- The Head of Early Years/Head of Prep/Deputy Head of High School will be informed;
- Details will be recorded of the child's name, a description of what they are wearing and the time and place of the incident;
- The Head will be informed who will decide if the police are to be contacted;
- Parents will be informed.

Children not collected at an appointed time

EYFS and Prep

The following steps will be followed if a child is not collected at the end of the school day:

- The child will be taken to Sundowners and settled with a practitioner known to them;
- The school office will be informed, and parents will be contacted;
- If contact cannot be established, the child will remain with a known practitioner until they can be collected;
- In the event of a child not being collected at the end of Sundowners, two adults will always remain with the child.
- If a child has not been collected after a further 30 minutes, and no parental contact has been made, the Safeguarding and Child Protection and Policy Procedures document (Appendix E A, Part 1) will be followed.

High school

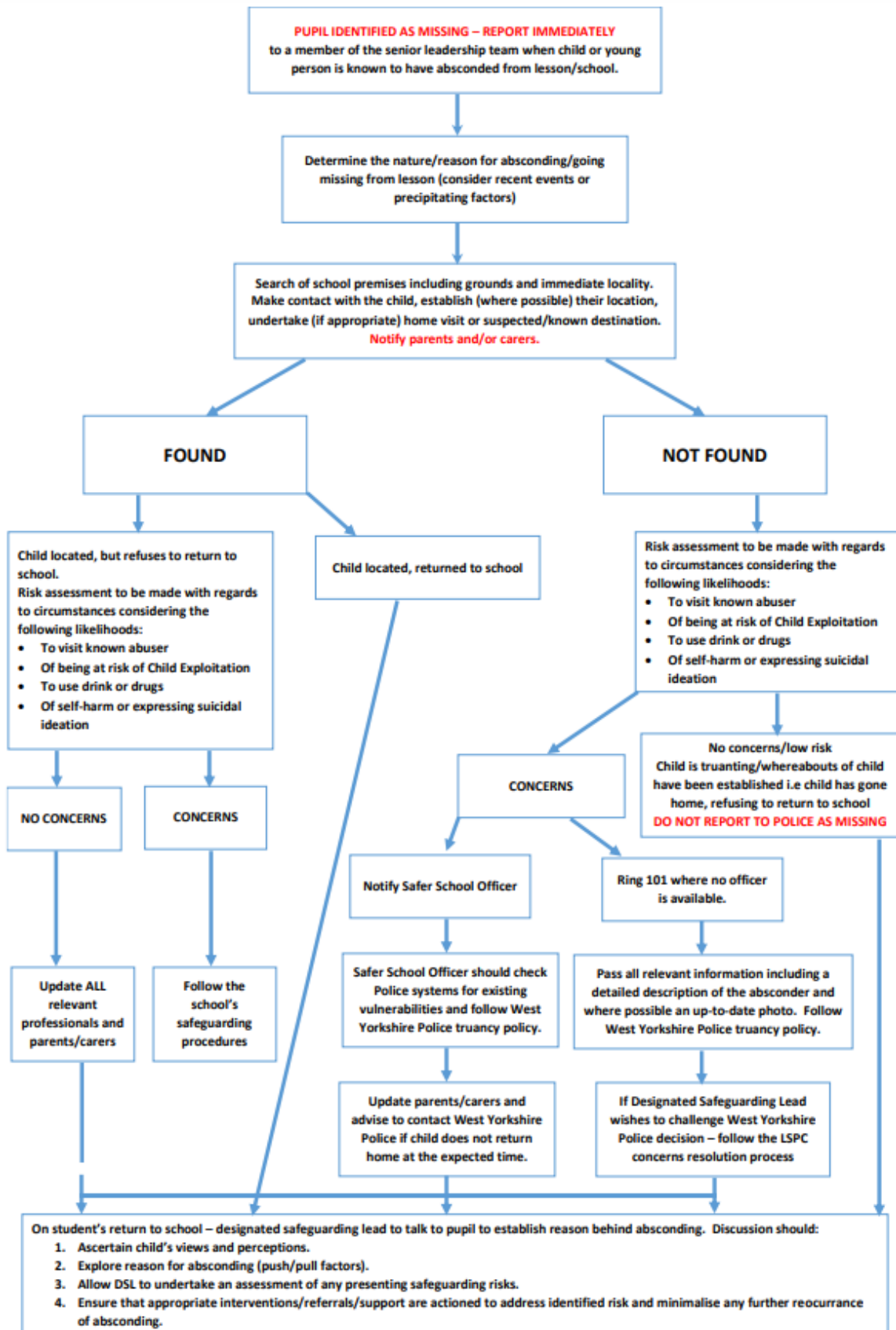
The following steps will be followed if a child is not collected from Homework Club at the end of the session:

- The child will be taken to Sundowners;
- The school office will be informed, and parents will be contacted;
- If contact cannot be established the child will remain with the Sundowners staff member until they can be collected;
- In the event of a child not being collected at the end of Sundowners, two adults will always remain with the child.
- If a child has not been collected after a further 30 minutes, and no parental contact has been made, the procedures detailed in Appendix A of this document will be followed.

Contact numbers for parents will be updated regularly.

APPENDIX A

Referral pathway for reporting children missing/absconded during the school day



Reviewed Spring 2024
Next review Spring 2026