



EMBAJADA  
DE ESPAÑA  
EN REINO UNIDO

CONSEJERÍA DE EDUCACIÓN

INSTITUTO ESPAÑOL  
VICENTE CAÑADA BLANCH

# Cañada Blanch Spanish School

Founded 1972



## **Missing Child Policy including EYFS and arrangements when a child is not collected**

**This is a whole school policy**

**Revised: December 2019**

**Ratified by the Headteacher and Safeguarding Lead**

**Review Date: December 2020**

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## Introduction

The safety of pupils is paramount, and is given the highest priority at all times both on and off the school premises.

Every attempt is made to ensure that the security of pupils is maintained at all times throughout the school day through the rigorous implementation of the school's:

- Registration procedures
- Pupil absence monitoring procedures (including 'first-day absence' calls)
- Entrance/exit procedures at the beginning and end of the school day,
- Off-site Educational Visits Policy
- Child Protection/Safeguarding Policies and Procedures.

## Missing Child

If at any time during the school day a child is noticed as missing the following procedure will take place:

- As soon as it is noticed that a child is missing, staff will alert a senior member of staff.
- The leadership team and any other available staff will carry out a thorough search of the school buildings, playground and other outdoor areas including the field and copse.
- The registers will be checked to make sure no other child is missing.
- External doors and gates are checked to establish whether there has been a breach of security.
- If the child is not found, the parent/guardian is contacted and the missing child is reported to the police (101)

The police will want to know:

1. Where you are.
2. The name of the child.
3. The next of kin of the child.
4. A detailed description of the child (going from head to toe, clothing etc.)
5. When they were first noticed missing.
6. When and where they were last seen.
7. Circumstances of the disappearance (any trigger, arguments etc.).
8. Who is looking for the child at the moment, where they are and their mobile phone number.

When the police arrive they will coordinate the search and staff will comply fully with their instructions; staff should continue to search unless instructed by police to stop.

## Follow-up to the incident

- When the child is found their needs and those of the parent are paramount.

Emotions are likely to be running high, and this should be considered when trying to establish what happened immediately before the child left the school premises.

- It should be established whether the child is injured or has been harmed in any way, and the appropriate action taken.
- After the search there will be a need to meet with staff to reassure them and to take the opportunity to de-brief.
- An incident report should be completed by the staff member coordinating the search and handed to the designated Child Protection staff member. This will be placed in the school's Safeguarding File. The Headteacher will inform the Chair of Governors and any other relevant body as appropriate.
- A Risk Assessment review will take place in the area from which the child went missing as soon as possible. Any identified security improvements should be put in place as soon as possible.
- A meeting should be held with both the parent and the child to establish how the incident occurred, and what actions or support will be necessary to prevent such an incident from happening again in the future.

### **Missing Child (Off-Site School Visits)**

If a child goes missing from an educational visit where parents are not attending and responsible for their own child, the following procedure applies:

- As soon as it is noticed that a child is missing, staff on the visit ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray.
- One staff member will search the immediate vicinity but does not search beyond that.
- The staff contact the police using a mobile phone and report the child as missing
- The person in charge informs the Headteacher who will then liaise with the police, inform the local authority and contact the family.
- If appropriate, the Headteacher may make his way to the venue to aid the search and be the point of contact for the police as well as support staff.
- In an indoor venue, the staff contact the venue's security staff who will handle the search and contact the police if the child is not found.

### **Investigation following the safe recovery of the child**

The Headteacher, with the support of the police if appropriate, carries out a full investigation taking written statements from all the staff present at the time.

An Incident Log Sheet should be completed detailing:

1. the date and time of the report
2. staff/children were in the group
3. when the child was last seen in the group
4. what has taken place in the group since then
5. the time it is estimated that the child went missing.
6. Any other relevant details, including the recovery of the child.
7. A conclusion is drawn as to how the breach of security happened.

If the incident warrants a police investigation all staff cooperate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. The incident will be reported to the Local Authority Health and Safety Officer as appropriate.

## **Missing Child from Parental Care**

At busy times of the day and during family events at school children occasionally go missing from the care of their parents. In order to try to ensure that the child is found quickly and safely the above procedures will still apply.

## **Arrangements at the end of After School Clubs**

Every After School Club will have a register of children attending. Unless permissions have been obtained in writing to the contrary, all pupils will be signed over to their parents at the end of the club by a member of staff.

## **Children Walking Unaccompanied Recommendations**

### **Walking to School and Walking Home Alone**

To keep traffic to a minimum outside the school and the immediate area, thus helping to keep it safe for everyone in the community, we recommend that parents leave the car at a reasonable distance away and walk from there.

Legally the decision and responsibility for children walking alone remains with parents/carers and they may make the decision to allow their child to walk unaccompanied when appropriate for the individual child.

If a parent wishes their child to walk home unaccompanied then the school will need written permission from the parent/carer, by using Annex 1.

However, it is the parent's choice and responsibility for the school journey and the decision about when your child is ready to walk independently will remain with the parent.

Children may ride bicycles or scooters to school with parent's permission. Pupils must dismount at the gate as no riding of either is allowed once on the school property. Helmets should be worn at all times.

## **ARRANGEMENTS WHEN A CHILD IS NOT COLLECTED**

The following information appears on the registration document that the families sign and agree with:

*10. PROTOCOL IN CASE OF FAMILY DELAY TO PICK UP YOUR CHILD: In the event that the family of an EYFS or Primary student is late in picking up their child beyond 15:30, the tutor or teacher, after contacting the family, will turn the child over to the after school club and the club will charge the family the fee for their services. If after 45 minutes it has not been possible to establish contact with the family, the social services of the RBKC and/or the police will be contacted. In the case of continuous delays, the protocol established by the centre will be applied, which includes communication to the social services of the corresponding district in the most serious cases.*

### **What should teachers do if parents are late to pick up their children?**

We wait in the lines until 15.35 and, in case a pupil is not picked up:

- The student is handed over to the homework club.
- Afterwards, the teacher will call from the school's secretary to all the family's available telephone numbers:

If we are able to contact the family: we ask them about the causes of the delay and we inform them that, following the protocol of the school, their son/daughter is in the after school club from where they should pick him/her up through the main reception as soon as possible.

If we are NOT able to contact the family: the teacher will make a new attempt after 10 minutes. If it is finally possible to contact the family, the stipulations of the previous section will be followed. In case of continuing without news, the situation will be communicated to a member of the Leadership Team (there is always someone on duty until 16.30 in the school), who will make the last attempt to contact the family at 16:15 and, if continuing without news, will also be responsible for contacting the social services of the borough and / or the police.

## ANNEX 1

### AUTORIZACIÓN PARA SALIR A LAS 15.25h SIN UN ADULTO

**Si como familia, ustedes consideran que su hijo/a es lo suficientemente maduro/a y responsable para salir al finalizar el colegio a las 15.25h sin estar acompañado de una persona adulta, por favor, cumplimente esta autorización, para que su hijo/a pueda irse solo/a al finalizar el horario escolar.**

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Autorizo a mi hijo/a para irse solo/a a casa (u otro destino que deberá ser especificado) por su cuenta, sin ir acompañado/a de una persona adulta.

He explicado a mi hijo/a los aspectos que debe seguir en cuanto a su seguridad cuando se va solo a su casa.

Entiendo que, una vez abandonado el recinto escolar, es la familia la responsable de su hijo/a y no lo es el colegio.

Entiendo que si las circunstancias cambian es mi deber informar al Centro y al tutor/a de mi hijo/a.

**Nombre del alumno/a:**

**Clase:**

**Nombre del padre/madre/tutor:**

**Firma:**

**Especifique el lugar al que el alumno/a debe dirigirse si éste es diferente a su domicilio:**

## **PERMISSION FOR WALKING HOME ALONE**

**Should you, as parents, feel your child is mature enough to cope with this responsibility would you please complete and return the slip below, giving permission for your child to do so.**

**No child will be allowed to walk home without prior consent from a parent or guardian.**

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I give permission for my child to walk home (or to another specified destination) on their own after school.

I have explained to my child the safety aspects of walking home on their own.

I understand that it is the responsibility of parents, and not the school, once my child has left the school premises.

I understand it is my responsibility to inform the School and the tutor of any change of circumstances.

**Child's name:**

**Class:**

**Parent's Name:**

**Signed:**

**Specified location if other than home:**