

# Our Lady of Mercy Catholic Education Trust



## St Anthony's Girls' Catholic Academy

<b>Policy type:</b>	<b>School</b>
<b>Policy: 23</b>	<b>Missing/Uncollected Student Policy 2019-2020</b>
Ratified by MAT Directors:	December 2019
Head Teacher signature:	<i>M. Shepherd.</i>
Chair of Directors signature:	<i>Shepherd.</i>
Review Date:	December 2020
Ownership:	M.McDonagh (Deputy Head)

## **Missing/Uncollected Student Policy**

This policy has been developed to take into account our Mercy ethos and local and national policy and guidance.

St Anthony's Girls' Catholic Academy ensures that there are processes in place to ensure the safety of all students entering and leaving the premises.

### **Missing students**

- When a student is admitted to the academy parents/carers will be requested to complete a data information form. This includes recording parents/carers names and contact numbers in case of emergency.
- If a student fails to register by 9.00am the academy has "First Day Response." The academy sends a text message to parents informing them that their daughter is absent from school.
- At the end of each day student's will leave the premises in an orderly manner. Secondary aged students are expected to make their own way home.

### **Uncollected Students**

- If a parent has made arrangements to collect a student who has been attending an after school event (or similar activity e.g. academy educational visit) and the parent is more than 10 minutes late to collect a student, Reception/Admin.staff will telephone the parents to ascertain their whereabouts. A message will be left on an answer phone or a text message will be sent requesting a prompt reply.
- If after repeated attempts, no contact is made with the parent/carer Reception/Admin. Staff will use the student's individual contact list on SIMs/EVC documents to systematically call named adults.
- If after repeated attempts, no contact is made with the parent/carer and an hour has elapsed, staff will alert the Designated Person/Deputy Designated Person who will call the local Children's Services Department for advice. Children's Safeguarding Together for Children on telephone number 0191 5205560.
- Following contact with Children's Services a decision may be made for responsibility for the student to be passed to the Child Protection Agency. Staff will leave further messages on the parent/carer answer phone informing them what has happened. The message will reassure them of the student's safety and instruct them to contact the local Children's Services Department.
- Under no circumstances will a student be taken to the home of a member of staff or away from the premises except in emergency situations e.g. fire, flood etc.

- The student will remain in the care of the academy until they are collected by the parent /carer or alternatively placed in the care of Children's Services.
- Incidents of late collection will be recorded by the Reception/Admin. Staff and the Year Leader will discuss this with parents/carers at the earliest opportunity
- Reception opening times: 8am-5pm, Monday to Thursday 8am-4:30pm Friday.
- If staff feel that the parent /carer is under the influence of either alcohol or drugs and the safety and well being of the student may be compromised, the staff will take appropriate action. This could include contacting another member of the family to collect the student. If another member of the family is not available the Children's Services or the Police will need to be contacted. (Sunderland Social Care 0191 5205560. Gillbridge Police control 0191 4547555)