

Herries Prep School

Child Missing in Education Policy



Created by:	Rob Grosse, Headteacher	Date: September 2025
Last reviewed on:	September 2025	
Next review due by:	September 2026	

This policy is reviewed on an annual basis or whenever there is a change in legislation and/or the regulations.

Date reviewed: September 2025 Rob Grosse

1 Policy statement

This policy is in accordance with the Royal Borough of Windsor and Maidenhead's locally agreed inter-agency procedures. The school also has regard to the guidance in Working Together to Safeguard Children 2023 and to Keeping Children Safe in Education, September 2025, Preventing and Tackling Bullying 2014 and Prevent Duty Guidance March 2015.

All staff should also read Whistleblowing & Keeping Children Safe in Education September 2025, Part 1. The policy should be read together with Antibullying, Behaviour, E-safety & Acceptable Use Policy, Supervision policy, Equal Opportunities Policy, Safer Recruitment Policy

Aim of the Policy

- To assist the school, local authority and agencies in identifying CME.
- Raise awareness of the notification process;
- Explain how children will be tracked and monitored
- Explain the mechanism
- Provide clarity on how children can be tracked across boundaries when a child moves to another local authority area.

Definition

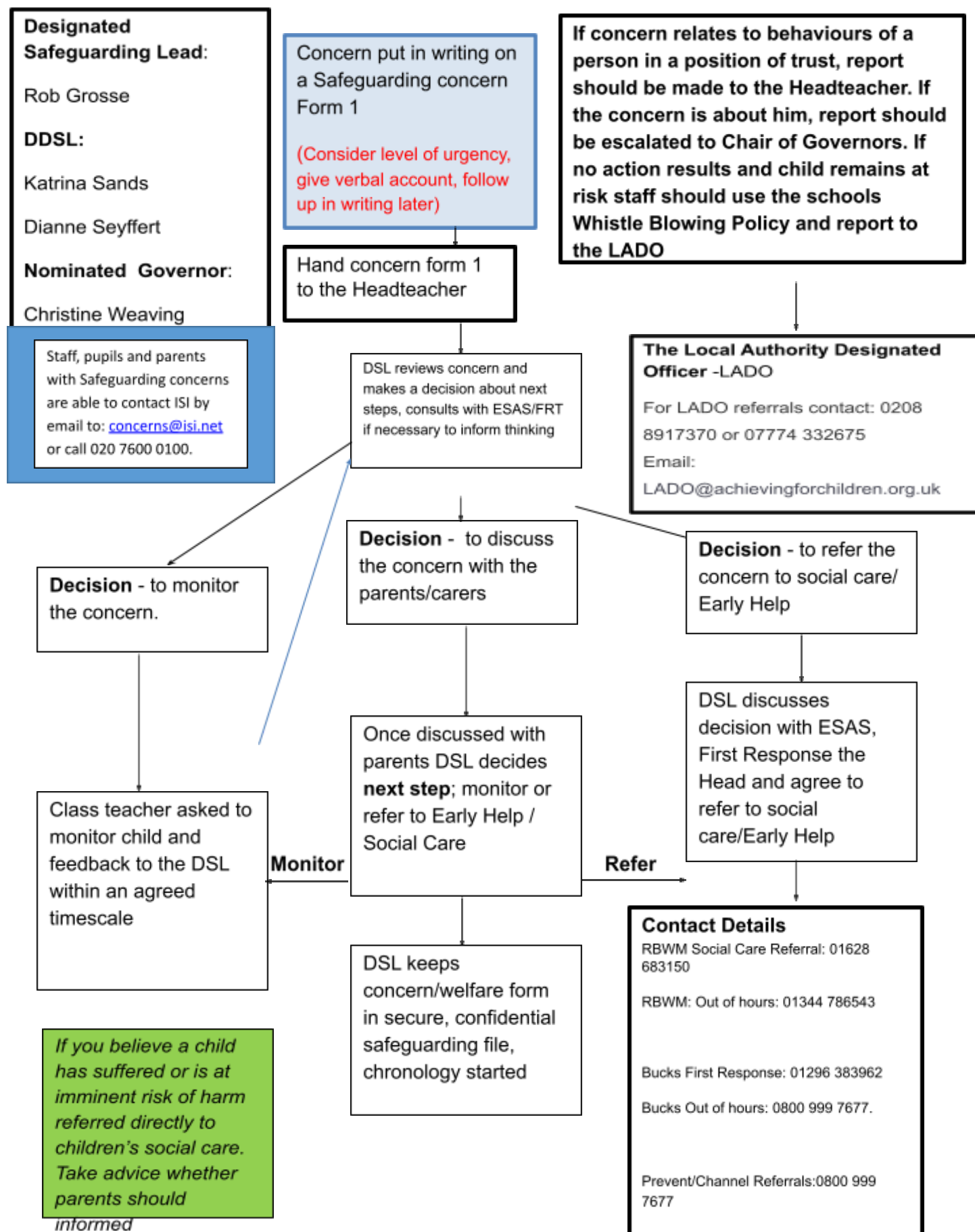
For the purpose of this document a child missing education is defined as: 'Any child of compulsory school age (5-16) who is not on a school roll being educated otherwise (e.g. at home, privately, or in alternative provision) and who had been out of any education provision for a substantial period of time (practice nationally is four weeks or more). ' Department for Education



This policy has been authorised by and is annually reviewed by the Governors, is addressed to all members of staff and is available to parents on request and is published on the School website. **Safeguarding incidents could happen anywhere and staff should be alert to possible concerns being raised in this school.** This policy applies wherever staff or volunteers are working with pupils even where this is away from the School, for example at an activity centre or on an educational visit.

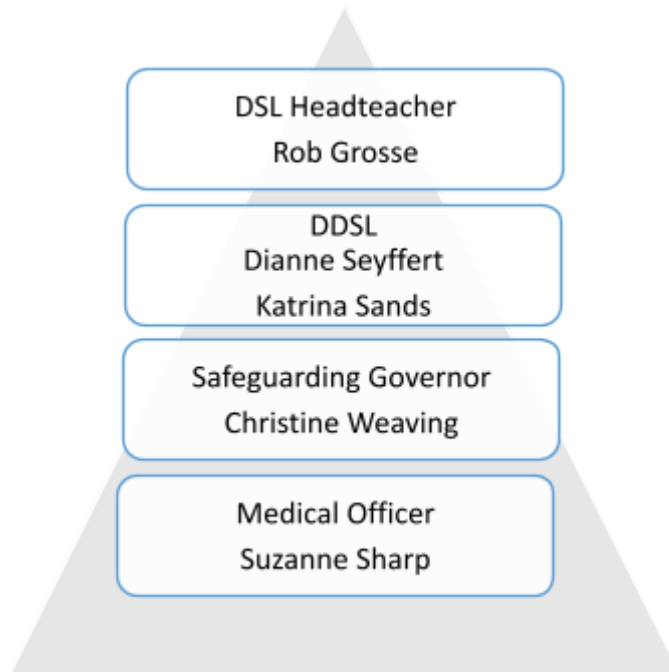
Every pupil should feel safe and protected from any form of abuse which, in this policy, means any kind of neglect, non-accidental physical injury, sexual exploitation, emotional ill-treatment, on line exploitation and radicalisation

Herries Preparatory School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. At all times, we consider what is in the best interests of the child at the centre of all procedures and we practise good listening. Pupils know they can speak to a trusted adult at the school and adults will always make the time and space to listen to children's concerns. Children are frequently reminded of this by teachers, in assemblies and at School Council meetings.



The Designated Safeguarding Lead





Annex A of KSCIE 2024 provides information on

- Children and the court system
- Children with family members in prison
- County lines
- Domestic abuse
- Homelessness
- Child on child abuse
- Sexual violence and sexual harassment
- Child Sexual Exploitation (CSE)
- Child Criminal Exploitation (CCE)

It also provides additional context for honour based abuse (HBA) and the preventing radicalisation guidance now focuses on what staff should be doing and considering.

MISSING IN EDUCATION

Where a child leaves our school at a time other than at the end of Year 6, or when a child joins our school at a time other than in nursery or Reception we will inform the relevant person at the RBWM. We use the correct form to ensure that this is reported correctly. This is to make sure that children do not go missing in education and can be tracked.

RBWM Social Care Referral: 01628 683150

RBWM: Out of hours: 01344 786543

Looked After Children

Although the school does not currently have looked after children on roll who are looked after by the local authority, if this situation should change we will ensure that staff are appropriately trained and have the suitable knowledge, skills and understanding to keep these children safe. A member of staff would be appointed as the appointed person for Looked After Children and monitor their welfare and progress, have up to date assessment information from the relevant local authority, the most recent care plan and contact arrangements with parents, and delegated authority to carers. The Nominated Person at Herries is Mrs Dianne Seyffert (Deputy Head/ SENCo).

The duties and responsibilities of these teams include:

- Tracking
- Ensuring all notifications are correctly recorded on the relevant databases
- Investigating relevant databases
- Coordinating casework in relation to investigating including working closely with relevant services and agencies to determine appropriate provision
- Raise awareness

A significant number of children referred as missing education are either found in education following initial investigations or found but not in education and subsequently supported to return.

There are a number of children who are not found in education as the family cannot be located following the normal investigations.

A child who is not found in education following investigations does not infer that the child is at risk. However, it is appropriate to escalate the concerns to consider potential risks to the child. A process is in place to facilitate this.

Duty of Employees, Governors and Volunteers

Every employee and governor of the School as well as every volunteer who assists the School is under a general legal duty:

- to protect children
- to be aware of the School's child protection procedures and to follow them
- to know how to access and implement the procedures, independently if necessary
- to keep a sufficient record of any significant complaint, conversation or event
- to report any matters of concern to the Designated Safeguarding Lead

Every employee is under a legal duty to undertake appropriate training including refresher training at regular intervals in line with the local authority's requirements; this includes volunteers and part time staff. At Herries staff complete safeguarding training at least every year and a record of this is kept at the school office. In line with new guidance staff are required to complete the Channel on line general awareness training about radicalisation which can be accessed through this link:

Induction- All new staff are given training on Child Protection before they start working with children, as part of the staff induction programme. This training will involve the Designated Safeguarding Lead explaining this policy and procedures of the school with regards to Child Protection. All new staff and volunteers are given a copy of this policy and also a copy of the most recent summary document of Keeping Children Safe in Education.

Reporting: All suspicion or complaints of abuse must be reported to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead. As the DSL is the Head then any complaints about the Head should be taken to the Chair of Governors. Any person can report any suspicion of abuse directly.

Action by the DSL: The action to be taken will take into account:

- the local inter-agency procedures of the Royal Borough of Windsor and Maidenhead and the Buckinghamshire County Council's Local Safeguarding Children Boards
- The DSL will consider whether a case may be that of a child at risk or a child in need. A child in need may not be at risk of immediate danger but may require help and support from different agencies. If a child in need does not receive appropriate help then the case may become that of a child at risk. If the DSL and/or other staff feel that the child is a child in need the LSCB (from September 2019 three new 'local safeguarding partners' will be the local authority, a local clinical commissioning group and a chief of police who will work in collaboration to designate 'relevant agencies' when a multi-agency referral form (MARF) has been completed.

Who can make a referral? Although it is usually the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead, who would usually make a referral, all staff are able to do so should the need arise. The contact numbers of the Social care and Referral and assessment team and the LADO are available throughout this policy and at the end of it.

Missing child procedures: All staff are informed of the separate procedure to be used for searching for, and if necessary, reporting any pupil missing from school. The procedure includes the requirement to record any incident, the action taken and the reasons given by the pupil for being missing.

Contact numbers

Designated Safeguarding Lead is Rob Grosse 01628 483350
headteacher@herries.org.uk

Deputy Designated Safeguarding Lead and EYFS Safeguarding Lead Katrina Sands 01628 483350 sands@herries.org.uk

Christine Weaving - link Governor for Safeguarding – contacted through the school 01628 483350

The telephone numbers of the Royal Borough of Windsor and Maidenhead Social Services Departments are as follows:

Local Safeguarding Children Board	01628 683 234
LADO 332675 Email: LADO@achievingforchildren.org.uk	0208 8917370 or 07774

Children's Social Care Referral and Assessment team 01628 683 150

Out of Hours team	01344 786 543
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Thames Valley Police	08458 505 505
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Thames Valley Police out of hours	01865 291 046
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The number for the Social Care Referral and Assessment Team in Buckinghamshire is	08454 600 001
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CAMHS	03003 650 300
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The following telephone numbers may be useful:

Family Information Service	01628 685 632
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Childline	0800 1111
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NSPCC	0808 800 5000
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Parent Line	0808 800 222
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Thames Valley Police	08458 505 505
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