



MISSING PUPIL POLICY

Drafted by:	Assistant Head (Pastoral) and Designated Safeguarding Lead and Head of Junior School
Committee responsible:	School Life Committee (MGU)
Reviewed by:	Maggie Guy, Designated Safeguarding Lead for School Committee
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Missing Pupil Policy (including Children Missing in Education)

Rationale

The school must ensure that the pupils are safe and secure and that there are procedures for effectively searching for missing pupils. This is a requirement of the NMS (NMS 15.6) and KCSIE. The school must ensure that the local authority is contacted if any pupils are missing from education.

Objectives

- To ensure that a missing pupil is found and returned to effective supervision as soon as possible.
- To ensure that the local authorities are made aware if any pupil is missing from education.

Our pupil supervision arrangements are outlined in our Parent Handbook and describe:

- The arrangements for pupils arriving at school and leaving the premises at the end of the day
- The qualifications of our staff and the arrangements for supervising the pupils whilst they are in school
- The arrangements for registering the pupils in both the morning and afternoon. For day pupils we take a register of pupils at the start of the morning and afternoon sessions. Parents/guardians are responsible for notifying the school if their child is absent for any reason.
- The school will always contact the parent if the pupil fails to arrive at school without an explanation.

Success Criteria

- Staff are alerted to a missing pupil as quickly as possible.
- There are clear procedures for dealing with a pupil going missing.
- All staff are aware of the policy and follow the procedures outlined below.

Implementation School Day

All pupils are registered electronically twice a day. The absence of any pupil from registration will be investigated by the person with responsibility for checking all registers and compiling the absence list (the Registration Administrator form). If a pupil does not attend a lesson without cause, this must be reported to the School Office.

The Registration Administrator or School Office will check whether the missing pupil is in the Health Centre or at an extra lesson etc. Staff must not rely on the information of other pupils.

The Registration Administrator or School Office should check:

- Boarding
- Signing in and out book in the School Office
- the Health Centre
- Trips/Fixture and other off site activity lists
- the Music School
- Support for Learning lessons

With the Wellbeing Coach

With senior staff to see if they are seeing the pupil

If there is no discernible reason for absence, the Registration Administrator will follow the procedures below:

- Report the situation and indicate the pupil's last known whereabouts to a member of the Senior Leadership Team (SLT) in person. It is not sufficient simply to leave an answer phone message.
- The friends of the pupil will be asked, and if possible, the missing pupil will be contacted on their mobile phone.
- The school site will be checked.
- If the pupil is still missing the Head will be informed.
- If the pupil is not found, a fire drill will be considered to ensure that they are not on site.
- Further procedures will be followed in accordance with Appendix 1.

Procedure during Boarding Hours

If a pupil is found to be missing during the times when pupils are in the Boarding House:

- Staff will check with other staff, search buildings and grounds and check signing out sheet.
- The friends of the pupil will be asked, and if possible, the pupil will be contacted on their mobile phone.
- If the pupil is not located, the member of SLT will be informed, they in turn will inform the Head if appropriate.

- An action plan will be prepared in accordance with Appendix 1.

Failure to Return to School During Term Time

- If a pupil fails to return to Boarding from a weekend at home, parents will be called to ascertain the pupil's whereabouts and a member of SLT will be notified and further action taken if necessary.

Actions to be Followed by Staff if a Pupil goes Missing on an Educational Visit

- An immediate head count will be carried out to ensure that all other pupils are present.
- A member of staff will search the immediate vicinity.
- The remaining pupils will be kept occupied.
- The Head or another member of SLT will be informed by landline or mobile phone.
- The Head or another member of SLT will inform parents, guardians if appropriate, and the Police.
- The member of staff leading the outing should liaise with the venue manager and arrange a search.
- Further procedures will be followed in accordance with Appendix 1.

Children Missing in Education

- The school will inform the local authority where a pupil's name is going to be deleted from the admission register on certain grounds.

These are:

When a child has been taken out of school to be home educated

When the family has apparently moved away, or the child will be attending another school.

When the child has been certified as medically unfit to attend

When the child is in custody for more than four months

When a child has been permanently excluded

The school will alert the Local Authority to children removed or added at nonstandard times (when compulsory school age child leaves the school before completing the schools' final year or joins a school after the beginning of the school's first year).

If children leave at 16+ or 18+, authorities are not informed.

The school recognises that children missing education can be a safeguarding issue particularly when a child leaves with no known destination.

The local authority will be informed.

The school will consider whether to inform the local authority in which the pupil lives if different to that of the school.

The school will notify the local authority when a pupil fails to attend school regularly or is absent without leave for more than 10 school days (continuously).

The effectiveness of the policy will be reviewed in the light of the success criteria every three years or after any incident involving a pupil going missing.

Appendix 1 KS, Amended January 2022 Action to be Taken in Case of a Missing Pupil:

- Were a pupil to go missing and efforts to locate the pupil prove unsuccessful, then the Head, the Designated Safeguarding Lead or member of SLT will inform the parents or guardians.
- The DSL would inform the OSCB and the school's LADO and Police as necessary.
- The school will cooperate fully with any Police investigation and any Local Children Safeguarding Board investigation.
- The Head the DSL or another member of SLT will inform the Clerk of Committee
- The Head, the DSL or another member of SLT will inform the school's insurers.

If the pupil is injured a report would be made under RIDDOR to the Health & Safety Executive (HSE)

A full record of all activities taken up to the point at which the pupil is found, will be made for the incident report.

Actions to be Followed by Staff once the Pupil is Found:

- Staff will talk with, take care of and comfort the pupil.
- Staff will speak with the other pupils to ensure that they understand why they should not leave the premises/separate from a group during an outing.
- The Head, the DSL, or another member of SLT will speak with the parents to report the incident, and they will then record in writing in a letter to the parents an account of the incident and a record of the meeting with the parents.
- The Head, the DSL, or another member of SLT will carry out a full investigation, involving, if appropriate, the Police and the Local Children Safeguarding Board

- Media questions will be referred to the Head.
- Written statements will be invited by all concerned.
 - The written report of the incident will record details of time, place, members of staff, the circumstances in which the pupil went missing, an outline of what was understood to have happened, the length of time during which the pupil was missing and an initial explanation of how the incident appeared to have arisen.
- All relevant procedures will be reviewed in the light of the incident.

During a residential school visit the additional points below must be considered (day and boarders)

- Follow the centre's guidelines or the school's educational visits risk assessment OR follow the guidelines for boarders in the evening (see relevant section in this policy)
- Ensure that all additional risks are considered such as physical location of the centre, a location outside of the UK etc.

A full record of all activities taken up to the stage at which the pupil was found would be made for the incident report. The school will review its procedures and, if appropriate, these would be adjusted.

Procedures to be followed by staff when a pupil is not collected on time

Junior School (including EYFS)

If a pupil is not collected by 4:20pm they will join Prep or After School Care. The Junior School Administrator or member of staff on duty will then contact parents/guardians explaining the pupil's whereabouts. If there is no response a message will be left.

At the end of After School Care or Prep, pupils should be collected from the main Junior School or EYFS entrance (with the exception of sports clubs which stipulate collection from Sports Hall). If pupils are not collected, parents/guardians will be contacted and, if need be, a message left. The pupil will be taken to tea by the After-School Care supervisor. If the pupil is not collected by 6pm the parents/guardians will be contacted again, and the pupil will be taken to join the appropriate Boarding House activity. Parents/guardians will be informed as to where this activity will be taking place and a contact number will be left. Where a pupil has not been collected by 6pm, the Head/SLT will follow up with parents/guardians.

Senior School

At the end of the school day Senior School pupils are expected to return to Reception for help if they miss their bus or the adult collecting them does not appear. If a pupil is not collected, Reception staff will call the contact numbers for the parents or guardians. If there

is no answer, the member of staff on duty will begin to call the emergency numbers for this pupil. During this time, the pupil will be safely looked after. If there is no response from the parents' or guardians' contact numbers or the emergency numbers, the Head/SLT will contact the relevant authorities. The pupil will join prep followed by boarders' tea and then go to the appropriate Boarding House whilst parents/guardians are located.

We undertake to look after any pupil safely throughout the time that they remain under our care, until such a time as they have been collected by a parent, guardian or carer, or until appropriate arrangements have been made.

The school's DSL will keep a record of incidents where parents/guardians do not collect a pupil from school or are late for no explained or good reason, or where there are repeated incidents. If any concerns about the pupil's safety and welfare result, these will be dealt with in accordance with the school's Safeguarding (Child Protection) policy and procedures.

This policy should be read in conjunction with:

Staff duty rotas

Boarding House-Parents' Handbook

Safeguarding (Child Protection) Policy

Educational Visits Policy and Procedure