

Missing Pupil Policy

St James Senior Boys' School

1 Policy Statement

- 1.1 **Scope:** This policy applies to staff (including volunteers), pupils and parents at St James Senior Boys' School. This policy can be read with the Child Protection Policy. The procedures in this policy may be adapted as necessary. This policy is a mandatory requirement of *Keeping children safe in education* (Department for Education (DfE), September 2016).
- 1.2 **Publication:** This policy is provided to all staff in the Staff Handbook. Parents may request a copy from the School or review the policy on the School website.
- 1.3 This policy can be made available in large print or other accessible format if required.
- 1.4 **Policy aims:** Through the operation of this policy we aim to:
- 1.4.1 protect the health and safety of pupils at the School;
 - 1.4.2 ensure that School staff know how to respond if a pupil goes missing.

2 Responsibility

- 2.1 The Governors delegate appropriate responsibilities for the day to day management of the School to the Headmaster. In practice, all members of staff contribute to the safety of pupils at the School by providing appropriate supervision in accordance with the directions of the Headmaster and Senior Management Team. Schools are under a general duty to supervise pupils to the standard of a prudent or careful parent. Any member of staff who notices a pupil is missing or sees a pupil in a place where the pupil should not be has a duty to inform the relevant Head of Section without delay.

3 Pupil Missing within School

A pupil may be identified as missing:

- After an absence at morning registration is not confirmed by the office staff's contact with home.
- By comparing pupils in a class with the day's absence sheet.
- On reconciliation with the afternoon registration.
- By a report of a missing child by a fellow pupil.

Any member of staff discovering a discrepancy must immediately notify the School Reception who will:

- Contact and make the necessary check such as the tutor/teacher to assess whether the absence is expected, the Matron to check for any known medical emergency. Check all lists of trips out of School and check the signing out books at Reception.

If the pupil is still found to be missing, the School Reception will immediately:

- Inform the Deputy Head and/or SMT members, who will initiate and oversee a search of the site.
- Coordinate and make the necessary search over the school grounds.
- Advise all teachers due to teach the pupil later that day that they must immediately inform the Reception if the pupil appears.

If the site search fails:

- The Headmaster and parents will be informed, and in some cases a search of local roads will be made on foot, or by car, by available staff and parents as appropriate.
- On completion of this and any subsequent searches made over the day parents will continue to be informed of progress.
- At his discretion, the Headmaster will arrange for the police to be informed.

If the pupil is found, or the incident is otherwise resolved:

- The Headmaster and Parents will be directly informed by the School Reception.
- The Police will be informed if they have been involved.
- The Headmaster will initiate a full inquiry, and provide a written report. This report and the incident log will be kept on the pupil's file.

4 Pupil Missing on a School Trip

- 4.1 An immediate headcount will be carried out in order to ensure that all other pupils are present.
- 4.2 The remaining pupils will gather in a supervised designated place, or if applicable return to the coach.
- 4.3 An appointed teacher (not the Trip Leader or First Aider) will search the immediate vicinity. The venue manager will also be alerted.
- 4.4 Once one hour has passed, the Trip Leader will contact the Designated Person (usually the EVC, i.e. the Deputy Head, if someone else needs to be appointed it will be clearly stated on the Risk Assessment).
- 4.5 If necessary the Parents and Police will then be contacted.
- 4.6 The party will act in accordance with guidance from the School and the Police.
- 4.7 A full report will be made by the Trip Leader and submitted to the Designated Person. The report will state the reasons for the disappearance and the manner in which the school responded.

5 Information to be provided to the Police

- 5.1 When the School contacts the Police during the day or night, the following information should be provided:
- 5.1.1 the pupil's name
 - 5.1.2 the pupil's age
 - 5.1.3 an up to date photograph if possible
 - 5.1.4 the pupil's height, physical description and any physical peculiarities
 - 5.1.5 any disability, learning difficulty or special educational needs that the pupil may have
 - 5.1.6 the pupil's home address and telephone number
 - 5.1.7 a description of the clothing the pupil is thought to be wearing
- 5.2 The information will then be passed to the various police stations through police channels and no further notifications from the School should be necessary.

6 Review

- 6.1 This policy shall be reviewed every two years by the Headmaster, and updated as necessary.

7 Missing pupil incident book

- 7.1 The School must keep a full written record of any incident of a missing pupil including:
- 7.1.1 the pupil's name
 - 7.1.2 relevant dates and times (e.g. when it was first noticed that the pupil was missing)
 - 7.1.3 the action taken to find the pupil
 - 7.1.4 whether the Police or children's social care were involved
 - 7.1.5 outcome or resolution of the incident
 - 7.1.6 any reasons given by the pupil for being missing
 - 7.1.7 any concerns or complaints about the handling of the incident
 - 7.1.8 a record of the staff involved.
- 7.2 A full written record of the incident will be kept on the pupil's file.

Policy Written by: **Koen Claeys**

Reviewed by: **Headmaster and SMT**

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Approved by:

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Date: