



ST JAMES
Senior Girls' School

Missing Pupil Policy

St James Senior Girls' School

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1. Policy statement

Scope: This policy applies to staff (including volunteers), pupils and parents at St James Senior Girls' School. This policy can be read with the Safeguarding and 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), latest version).

Publication: This policy is provided to all staff on Teams and a copy is given to every Trip Leader. Parents may request a copy from the school or review the policy on the school website.

This policy can be made available in large print or other accessible format if required.

Aims: Through the operation of this policy we aim to:

- Safeguard and protect the health and safety of pupils at the school;
- Ensure that school staff know how to respond if a pupil goes missing.

2. Responsibility

The Governors delegate appropriate responsibilities for the day to day management of the school to the Headmistress. 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 Headmistress 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 or Deputy Head(s) without delay.

3. Pupil missing within school

As per the Registration Policy, each teacher is expected to keep a register showing the attendance of each pupil in his/her lessons. Registers should be taken at the beginning of every lesson. Pupils are to be **identified by sight** by the teacher before being marked present. The Registration Policy extends to routine curricular activities (e.g. sport) which take place off-site: pupils will be registered before they leave school and again as they board transport to return to school.

If a pupil is not in a lesson her teacher must establish her whereabouts. This should be done by doing the following:

- Asking the class if it knows where the pupil might be
- Verifying any answer given by:
 - (a) checking the SchoolBase registration information for that day - bearing in mind that pupils do arrive during the school day after the formal registration sessions
 - (b) sending a pupil to the School Office to verify any other reason given and/or to locate the missing pupil, giving details of:
 - who the pupil is
 - the lesson she should be attending
 - where the lesson is taking place
 - when, if at all, the pupil was last seen by other pupils

If the pupil cannot be accounted for, the School Office will then:

- inform one of the Deputy Heads – or in the case of their absence, a Head of Section
- inform Reception and check whether the pupil has left the building
- await information from the Deputy Head(s)/Head of Section as to whether the pupil has been found or is still missing
- be prepared to inform the Headmistress
- have the parents' emergency contact details ready

The Deputy Head(s)/Head of Section will then:

- ask all available staff to search the building, agreeing who will cover each area
- agree a meeting point where staff can report to the Deputy Head(s)/Head of Section after their search
- speak to the last pupils to see the missing pupil, as well as any friends who may know where she has gone
- call the Estates Manager and inform them of the situation, asking them to be prepared to search the basements and loft areas as required, with assistance from teaching staff if necessary
- if she is found, identify why the pupil went missing and take appropriate action
- if she is not found within thirty to forty-five minutes, inform and pass all information gathered to the Headmistress

The Headmistress will then:

- make the decision to inform the parents; or
- make the decision to inform the police

4. Non-arrival at school

If a pupil has not registered with her class in the morning, or on the 'Lates' system and no explanatory message has been received by the School Secretary by 9.00am, parents will be contacted by phone, text and/or email.

If the School Secretary cannot contact the parents and receives no response to messages left, she will inform the Deputy Head (Pastoral) by 10.00am, and post a message on the register saying 'No contact made'.

The Deputy Head (Pastoral) will consult the Head of Section or Form Teacher.

The Deputy Head (Pastoral) may ask the missing pupil's class/Year group if anyone knows where she might be. The Deputy Head (Pastoral) will try to contact the parents again or try the emergency contact numbers given by the family.

The Deputy Head (Pastoral) will report to the Headmistress by 10.30am.

The Headmistress, in exercising her duty of care for the safety and wellbeing of pupils, will decide what to do next, given the information available to her. A decision may be made to contact the police.

5. Pupil missing on a school trip

- An immediate headcount will be carried out in order to ensure that all other pupils are present.
- The remaining pupils will gather in a supervised designated place, or if applicable return to the coach.
- An appointed teacher (not the Trip Leader or First Aider) will search the immediate vicinity. The venue manager will also be alerted.
- Once 15 minutes have passed, the Trip Leader will contact the Designated Person (usually the DSL). If someone else needs to be appointed it will be clearly stated on the Risk Assessment).
- If necessary the parents and police will then be contacted.
- The party will act in accordance with guidance from the school and the police.
- 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 (and police, if appropriate) responded.

6. Information to be provided to the police

When the school contacts the police during the day or night, the following information should be provided:

- the pupil's name
- the pupil's age
- an up to date photograph if possible
- the pupil's height and physical description
- any disability, learning difficulty or special educational needs that the pupil may have
- the pupil's home address and telephone number
- a description of the clothing the pupil is thought to be wearing

7. Review

This policy will be reviewed every year by the Headmistress, and updated as necessary. In undertaking the review, the Headmistress will take into account any incidents in the Missing Pupil Incident Log that indicate that there may be a problem with supervision, pupil support or security at the school and any issues raised by individual members of staff, parents and pupils.

8. Missing pupil incident log

The school keeps a full record of any incident of a missing pupil including:

- the pupil's name
- relevant dates and times (e.g. when it was first noticed that the pupil was missing)
- the action taken to find the pupil
- whether the Police or Children's Services were involved
- outcome or resolution of the incident
- any reasons given by the pupil for being missing
- any concerns or complaints about the handling of the incident
- a record of the staff involved.

Chair of Governors	Hugh Venables
Signed:	
Headmistress	Sarah Labram
Signed:	
Designated Safeguarding Lead	Michelle Holder
Signed:	

Signed by:	Hugh Venables Chair of Governors
Date of adoption of this policy	September 2021
Date of last review of this policy	Summer 2021
Date for next review of this policy	Summer 2021
Policy owner (SMT)/other	Deputy Head (Pastoral)