

14b MISSING PUPIL POLICY

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14b MISSING PUPIL POLICY

Aim

To ensure that the school is aware of the whereabouts of all pupils at all times during the school day, during boarding hours, on all school trips and in any situation where the school or its staff have responsibility for the school's pupils.

Purpose

To determine what should happen in the event that a child, after an initial sweep of the site or location, is found to be missing.

Pupil Missing during the school day, prep and after school activities.

The school will follow this procedure for all pupils whether day or boarder

- 1) Check when the child was last recorded as being present in the register or at a roll call if off site.
- 2) During the day check the office to see if the child has been signed out by an adult, on an evening refer to the Boarding Register and check if the child has gone home.
- 3) Check with staff and pupils to see if the child told anyone where s/he was going or what s/he was doing?
- 4) Check who saw the child last:
 - a teacher
 - a Houseparent or member of the boarding staff
 - a pupil
 - a member of the Office or Site staff.
- 5) Inform the Head.
- 6) Conduct a search in immediate locality:
 - within the building
 - in the grounds
 - in the local vicinity.
- 7) Ring Fire Alarm and conduct roll call. Contact Fire Brigade to inform of no fire.
- 8) After consultation with the Head, alert parents and police.
- 9) Staff should continue to search even if the police have been called.
- 10) Review incident at a meeting, convened at the earliest convenience, of the Senior Management Team and review policy.

During Boarding times

The Houseparents, or in their absence the House Tutors are responsible for knowing the whereabouts of all the children in their care when on duty. Pupils must be registered at Tea using the Boarding Register. They should be then registered again at 8.15pm and 10.00pm.

Pupils should use the signing out book if they are leaving the main building.

In the event of an unexplained absence of a boarder outside normal school hours the following should happen:

If you cannot find a pupil and you think you have checked everywhere – always check the bathrooms and all bedrooms AGAIN. It is very rare that a pupil decides to run away, but it does sometimes happen. If you are still unsuccessful

1. Check the Boarding Register for any notes
2. Check phone and email messages
3. Check outside areas and all school buildings
4. Ring the pupil's mobile phone if they have one
5. Ring parents/guardians once all other possibilities are exhausted or if they live relatively locally

If you have not located the child within an hour then notify the Head who will decide if the police are to be called.

Guidelines of questions to be asked

- a. When was she/he last seen?
- b. Who was she/he with?
- c. Where might she/he have gone?
- d. Is this child 'vulnerable' in any particular way?
- e. Is there a school activity/trip that she/he might be on?
- f. Has she/he been ill or injured and gone to the doctor or hospital?
- g. What emotional state did she/he appear to be in?
- h. Has anything upset her/him recently?
- i. Did she/he speak to anyone about leaving?
- j. Who are her/his main friends at school?
- k. Does she/he have a mobile phone and what is the number?
- l. Does she/he have a special friend?
- m. Is there any reason to believe she/he has been abducted (eg family custody dispute; very wealthy/prominent parents)?
- n. Have there ever been concerns of this nature before?

This policy should be read in conjunction with the Staff Handbook, Safeguarding Policy

NMS 15.6- Staff working within the school know and implement the school's policy in relation to children going missing and their role in implementing that policy. Staff actively search for children who are missing, including working with police where appropriate.

The school's policy for identifying and finding boarders who are missing should set out reasonable and effective steps to be followed by staff. It should, for example, distinguish between boarders who are absent from a day-time roll call and those missing at night, or who fail to return from 'leave-out' at the appointed time.

The Policy for Arrangements when a child is not collected

This policy covers children in EYFS and Key Stage 1

To ensure the safety of all children attending our setting, and to ensure that in the event of a child being uncollected or lost, that we have clear procedures to follow which prioritise the safety of the child.

Child Collection

Children can only be picked up by their parents or by an individual named on the Pupil Information Form (for example a Nanny).

If a person not named on the Pupil Information Form is collecting the parent/s should inform the Form Teacher.

In exceptional circumstances, a parent is unavoidably or unexpectedly delayed a telephone call can be made to the child's teacher to give permission for an alternative person to pick up.

Only adults (18 years and over) may pick up a child.

Once the teacher has handed over a child, the person collecting the child becomes responsible.

We will expect parents to arrive and leave as promptly as possible ensuring children do not run or play where there are cars.

Uncollected Child

After 15 minutes a child is considered uncollected and the following steps will be taken:

The child will be taken and booked in at After School Club (charges apply).

The child's teacher will attempt to contact the parent/alternative contact as named on Pupil Information Form.

If a child is still in Pre-Prep at 6pm when After School Club ends they will be taken to the office and handed to the staff on duty.

If the child has not been collected by 8.00pm and we have been unable to contact anyone on the list of emergency telephone numbers, Children's Social Care will be contacted. Out of hours emergency number is **01609 780780**.

Lost Child

As soon as a child is lost the teacher will send her class to another classroom and begin to search with any other available staff.

All Pre-Prep buildings, playground, cloakrooms, toilets and outdoor areas are to be searched.
If after 5 minutes the child is not found the main school will be telephoned and the Main School procedure then begins.

Reviewed Sept 2020