



# Missing Pupil Policy and Procedure when a Pupil is not collected on time

## 1. Introduction

- 1.1 The welfare of all pupils at Reed's School is our paramount responsibility. Every adult who works at the school has been trained to appreciate that he or she has a key responsibility for helping to keep all of the children safe at all times.
- 1.2 The School will enter all pupils on its admission register and will undertake reasonable enquiries to establish the whereabouts of pupils who fail to start at the School.
- 1.3 The School formally registers its pupils twice a day, during morning registration and during period 4a. Pupils are also registered in every lesson and this is recorded via Lesson Monitor. There are other roll calls for boarders and also arrangements put in place on School trips to account for all pupils. Attendance, absence and exclusions are closely monitored. Monitoring of attendance is particularly important during the Covid-19 pandemic and the School will take steps to confirm attendance or absence.
- 1.4 As outlined in the School's Safeguarding (Child Protection) Policy, the School will notify the local authority if a pupil joins or leaves the School at a non-standard transition point. Similarly, the School will notify the local authority in cases of unauthorised absence of ten days (two days for pupils on a Child Protection Plan).

## 2. Actions to be followed by Staff if a Pupil goes missing during school hours

- 2.1 It should be noted that as soon as a pupil is identified as being missing that a decision must be made by the member of staff about the steps to be taken and the entry level for following the guidance below. For example, the entry level for steps to be taken might be different for a pupil missing a register/roll call than it would be for a boarder who is missing at night or who has not returned from being off site.
- 2.2 Housemasters of boarders will keep a record of mobile telephone number of boarders which can be used to try and contact a missing boarder should the need arise.
- 2.3 Our procedures are designed to ensure that a missing pupil is found and returned to effective supervision as soon as possible. If a pupil is found to be missing, we will carry out the following actions:

- Check the attendance register and lesson monitor (Signing Out Book/Sheet for boarders).
- Speak to other pupils to see if they have any information.
- Possibly send a blanket email to Teaching Staff to ascertain a child's whereabouts.
- Contact Medical Centre to ascertain child's whereabouts.
- If information from other pupils and staff fails to locate the missing pupil, the Housemaster will be contacted.
- Try to make contact with the missing pupil by telephone and consider email/social media.
- The Housemaster will co-ordinate a search.
- If the search fails, the Deputy Head (Pastoral) will be contacted to confirm the next step.
- A decision will be made regarding contacting the parents/guardians of the missing pupil and also alerting the Headmaster. Parents will have the situation explained to them, what steps have been set in motion and they may be asked to attend the school.
- A decision will then be made regarding contacting the Police.

2.4 When a missing boarder/pupil is found, an investigation will be conducted to discover the reasons for the absence and whether any further action such as counselling would be appropriate for the boarder/pupil.

2.5 A full record of all activities taken up to the stage at which the pupil was found would be made for the incident report. If appropriate, procedures would be adjusted.

### **3. Actions to be followed by Staff if a Pupil goes missing on a School Trip**

3.1 Our procedures are designed to ensure that a missing pupil is found and returned to effective supervision as soon as possible. If a pupil is found to be missing, we will carry out the following actions:

- An immediate head count would be carried out in order to ensure that all the other pupils were present.
- An adult would search the immediate vicinity.
- The appropriate member of staff (agreed in advance of the trip) at the school should be notified by phone. This might be the Deputy Head (Pastoral), Educational Visits Co-Ordinator (EVC), Line Manager who signed off the trip or the member of staff on SLT cover if during holidays or out of normal school hours (see mobile number on SLT Duty Cover Rota).
- The School's Critical Incident Plan may be used to co-ordinate actions from the school site.
- The lead member of staff on the school site will decide whether to contact the Headmaster.
- The Headmaster will decide whether to advise the Chairman of Governors as and when appropriate.
- Decide whether the remaining pupils should be taken back to school as soon as possible or continue with planned trip.

- Ask the lead member of staff on site to ring the pupil's parents and explain what has happened, and what steps have been set in motion. It may be appropriate to ask them to come to the school at once.
- Contact the Police.

3.2 A full record of all activities taken up to the stage at which the pupil was found would be made for the incident report. If appropriate, procedures would be adjusted.

**4. Actions to be followed by staff once the pupil is found**

- Talk to, take care of and, if necessary, comfort the pupil
- Speak to the other pupils to ensure they understand why they should not leave the premises/separate from a group on an outing
- The lead member of staff at school (Housemaster or Deputy Head (Pastoral) for boarders) will speak to the parent(s) to discuss events and give an account of the incident
- A full investigation will be carried out to understand the circumstances
- Media queries should be referred to the Headmaster
- The investigation should involve all concerned providing written statements
- The report should be detailed covering: time, place, numbers of staff and pupils, when the missing pupil was last seen, what appeared to have happened, the purpose of the outing, the length of time that the pupil was missing and how he/she appeared to have gone missing, lessons for the future.

**5. Procedures to be followed by Staff when a Pupil is not collected on Time**

- 5.1 If a pupil is not collected within half an hour of the agreed collection time, we will call the contact numbers for the parent or carers. If there is no answer, the teacher will begin to call the emergency numbers for the pupil. During this time, the pupil will be safely looked after.
- 5.2 We undertake to look after the pupil safely throughout the time that he or she remains under our care.

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