



Missing Pupil Policy

Reviewed and Ratified by the Chair of Governors on 2nd May 2017

Reviewed by the Governing Body 16th November 2017

Next full review by the Governing Body November 2018

Change log:

<u>DATE</u>	<u>Change(s) made</u>	<u>Page in policy</u>	<u>By whom</u>
2/5/17	Reviewed by Nick Buckland, Chair of Governors		
16/11/17	Reviewed by the Governing Body		

Missing Pupils Policy

Policy Statement

The welfare of all of our children at our 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. Thus, any member of staff who suspects that a pupil may be missing should follow the procedure appropriate to their section of the school, which is outlined below.

The definition of “missing” in this context is ‘not present without authorisation or explanation’.

This policy is written in support of the schools aims and ethos, and applies to all members of our school community, including those in our EYFS setting.

St Petroc’s is fully committed to ensuring that the application of this Missing Pupil Policy is non-discriminatory in line with the UK Equality Act (2010).

St Petroc’s seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This document is available in staff handbooks and copies are available on request from the school offices. It should be read in conjunction with the following policies:

- Safeguarding and Child Protection
- Health and Safety

Procedures

1. A pupil absent from either am or pm registration
 - a. Mark the pupil as absent even if another pupil says that they know where they are
 - b. The office staff will follow up any pupil recorded as absent by checking whether a parent has contacted school with a reason for their absence

If the pupil cannot be accounted for, then a phone call is made to parents to check on their whereabouts. If the pupil has been sent to school by the parent, then the procedure outlined below should be followed.

Junior School (including EYFS)

1. Take a register in order to ensure that all the other children were present
2. Ask all of the adults and children calmly if they can tell us when they last remember seeing the pupil
3. Alert staff on reception with the name and form of the pupil along with information about where that pupil should be (assuming you know that)
4. At the same time, arrange for one or more adults to search everywhere within the school Department, both inside and out, carefully checking all spaces, cupboards, washrooms where a small child might hide
5. Inform the Headmaster

6. Occupy all of the other children in their classroom(s) by reading to them
7. Check the doors, gates for signs of entry/exit
8. Sound Fire Alarm and re-register children to confirm missing child

If the pupil is still missing, the following steps would be taken

1. Inform the Headmaster and the DSL
2. The Headmaster to ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the school at once
3. The Headmaster would notify the Police
4. The Headmaster would arrange for staff to search the rest of the school premises and grounds
5. If the child's home is within walking distance, a member of staff would set out on foot to attempt to catch up with him/her
6. The DSL would inform the Local Children Safeguarding Board
7. The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care
8. The Headmaster would inform the Chairman of Governors
9. The Insurers would be informed
10. [If the pupil is injured] A report would be made under RIDDOR to the HSE

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.

Action to Help Prevent Missing Pupil

The information below is taught and reinforced to all children in the school through form times and PSHE in order that they know the correct procedure:

- All pupils to know the bounds of the school and not to leave School premises without adult supervision
- If at any point a child finds themselves lost within the School premises, they are to go into a classroom and report to an adult immediately

Actions to be followed by Staff if a Child Goes Missing on an Outing

- An immediate head count would be carried out in order to ensure that all the other children were present
- An adult would search the immediate vicinity
- The remaining children would be taken back to school (if possible)
- Inform the Headmaster by mobile phone
- Ask the Headmaster to ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to [the venue/ the school] at once [contact the venue Manager and arrange a search]

Contact the Police

- The DSL Officer would inform the Local Children Safeguarding Board
- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care
- The Headmaster would inform the Chairman of Governors

- The Insurers would be informed
- [If the child is injured] A report would be made under RIDDOR to the HSE

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.

Action to help prevent Missing Pupil on an Outing

Pupils who are involved in a visit's planning and are well prepared, will make more informed decisions and will be less at risk. Providing guidance and information is an important part of preparing for a school visit. Pupils should clearly understand what is expected of them and what the visit will entail. Pupils must understand what standard of behaviour is expected and why rules must be followed. Pupils should also be told about potential dangers and how they should act to ensure their own safety and that of others. This is done age appropriately with all guidance and information to safeguard the pupils at all times.

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 children to ensure they understand why they should not leave the premises/separate from a group on an outing
- The Headmaster will speak to the parents to discuss events and give an account of the incident
- The Headmaster will promise a full investigation (if appropriate involving Social Services/ Local Children Safeguarding Board)
- 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 children, when the child was last seen, what appeared to have happened, [the purpose of the outing], the length of time that the child was missing and how s/he appeared to have gone missing, lessons for the future