

## MISSING PUPIL POLICY

The purpose of this policy is to offer guidance to all staff regarding the procedure they should follow if a pupil goes missing from education, particularly on repeat occasions, or whilst under the School's care.

This policy should be read in conjunction with:

Section 5.9 Attendance Policy and Procedures

Section 6.1 Educational Visits Policy

Section 7.1 Health & Safety Policy

Section 9.1 Child Protection Policy

Section 9.2 Safeguarding Policy

## INTRODUCTION

The well-being and safety of our pupils is our paramount responsibility. Every adult who works at Salesian College is trained to appreciate that he or she has a key responsibility for helping to keep pupils safe at all times. Our staffing ratios are generous and are designed to ensure that every pupil is supervised, in ways appropriate to the age of the pupil, throughout the time when the pupil is in our care. The College's procedures for unauthorised absence and for dealing with children who go missing from education are also designed to safeguard the safety and well-being of children in our care.

At Salesian College all new staff receive a thorough induction into the importance of effective supervision of pupils. This is managed through a series of Induction training events delivered by the College to all new staff joining

## POLICY STATEMENT

This policy applies to all staff (including volunteers), pupils and parents at the College. This policy can be read in conjunction with the *Child Protection and Safeguarding Policies*. This policy is a mandatory requirement of *Keeping Children Safe in Education* (Department for Education (DfE)), September 2021 which the College provides training for annually.

## RESPONSIBILITY

The Governors delegate appropriate responsibilities for the day-to-day management of the College to the Headmaster. In practice, all members of staff contribute to the safety and well-being of pupils at the School by providing appropriate supervision in accordance with the directions of the Head and Senior Leadership Team (SLT). All 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, must take suitable immediate action to reduce the risk and also inform the relevant Head of

Year or Department, or School Office, without delay. Staff members also follow the School's procedure for dealing with children who are absent from school, particularly on repeat occasions.

#### **PUPIL MISSING WITHIN SCHOOL**

A pupil may be identified as missing within the school day (8:40 am – 3:50 pm) or outside the School day (8.10 to 8.40 am and 3.50 – 5.00 pm or during an extra-curricular activity):

- After an absence at morning registration is not confirmed by the School Office staff's contact with home.
- By comparing pupils in a class with the day's absence sheet.
- Absence from afternoon registration.
- By a report of a missing pupil by a fellow pupil.
- By a pupil not attending an expected after school club or activity.

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

- Contact and make the necessary checks with the tutor/teacher to assess whether the absence is expected and the Reception staff to check for any known medical emergency. The School Office will also check all the lists of trips out of school as well as the signing out books at the School Office.

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

- Inform the Deputy Head or other SLT members, who will initiate and oversee a search of the site.
- The member of SLT will 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 School Office if the pupil appears.

If the search of the site fails:

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

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

- The Head and parents will be directly informed by the School Office or member of SLT.
- The Police will be informed if they have been involved.
- The Head will initiate a full enquiry and provide a written report. This report and the incident will be kept on the pupil's file.

#### **Action to be Followed by Staff if a Pupil Fails to Attend First Day of School**

- All new pupils are placed on the School's admission register at the beginning of the first day on which the College has agreed that the pupil will attend the School.
- If a child fails to attend on the agreed date, staff must inform the Head/Designated Safeguarding Lead without delay.
- The College will attempt to contact the parents of the pupil concerned and if no contact can be made, will consider notifying the local authority at the earliest opportunity.
- Where there are changes affecting the child (including a change of address or school), these will be reflected in the admission register. This will assist the School and external agencies when making enquiries to locate any missing children.

#### **PUPIL MISSING ON AN EDUCATIONAL VISIT**

- An immediate roll call may be carried out to ensure that all other pupils are present.
- The remaining pupils will gather in a supervised designated place.
- An appointed teacher (not the Trip Leader or First Aider) will search the immediate vicinity. The venue manager will also be alerted, where applicable.
- If the pupil is not found in a reasonable amount of time, then the DHP/EVC or nominated SLT emergency contact will be informed by the mobile phone provided.
- If necessary, the parents and Police will then be contacted as will the Chair of Governors and school insurers.
- A full report will be made by the Trip Leader and submitted to the Head and Designated Safeguarding Lead/EVC. The report will state the reasons for the disappearance and the manner in which the School responded.

#### **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 Head will speak to the parents to discuss events and give an account of the incident.
- Media queries should be referred to the Head (after discussion with the Local Authority Designated Officer (LADO) if appropriate).
- The investigation should involve all concerned providing written statements.
- The report should be detailed covering: time, place, numbers of staff and pupils, when the 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 she appeared to have gone missing, as well as lessons for the future.

*A full record of all activities taken up to the stage at which the pupil was found would be made for the incident report. The School would review its procedures, and, if necessary, these would be adjusted.*

#### **PUPIL MISSING FROM SCHOOL**

The College monitors attendance closely and will take action to address poor or irregular attendance.

A child going missing from school is a potential indicator of abuse or neglect. Staff must follow the school's procedures for dealing with children who go missing, particularly on repeat occasions.

School attendance records are monitored to identify any trends. All unexplained absences are followed up by the School Office and parents are expected to provide formal explanations (either in writing or via an e-form) for their son/daughter's absence.

The School will inform the local authority of any pupil who fails to attend school regularly, or has been absent without the School's permission for a continuous period of 10 school days or more. Where a pupil has been continuously absent without authorisation for a period of not less than 20 school days (and there are no reasonable grounds to believe the pupil is unwell or unable to attend because of any unavoidable cause), and the School and local authority have failed, following reasonable enquiry, to ascertain where the pupil is, the School may delete the pupil's name from the admission register. The School will inform the local authority of such deletion no later than the time at which the pupil's name is deleted from the register. This will assist the local authority to:

- Fulfil its duty to identify children of compulsory school age who are missing from education
- Follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse, neglect or radicalisation

#### STATUTORY DUTY

The College also recognises its wider reporting duties following deletions from the admissions register, in accordance with the Education (Pupil Registration) (England) Regulations 2006, to help identify children who are missing education and/or otherwise at risk of harm.

- All schools have a duty to inform their local authority of any pupil who is going to be deleted from the admission register where they:
- Have been taken out of school by their parents and are being educated outside the school system e.g. home education;
- Have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
- Have been certified by the school medical officer (or appropriate staff member in liaison with professionals) as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age;
- Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or,
- Have been permanently excluded.

<b>POLICY CONTROL</b>	
<i>Author</i>	<i>Deputy Head</i>
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