

St. Mewan C.P. School

MISSING PUPIL POLICY AND PROCEDURE

Review Date: September 2022

RATIONALE

The welfare and security of pupils in our school is paramount and all possible and practical policy and procedures have been implemented to ensure this remains a priority. It is important that in the unlikely event of a pupil going missing, staff quickly follow agreed procedures. This will ensure that the pupil is located as soon as possible and that the correct people are informed. **A pupil going missing is a rare occurrence but complacency is a hazard which must be avoided at all costs.** The purpose of this policy is thus to locate a missing pupil, return them to safety, inform the relevant parties of the situation and invoke a review of the incidents.

SYSTEMS IN PLACE TO MINIMISE RISK

1. Parents are requested to contact the school if pupils are absent through ill health, medical appointments or if they will be late arriving
2. The attendance register is taken promptly at the beginning of registration in the morning and afternoon sessions.
3. The Attendance officer will contact home for pupils marked as "N" during morning registration.
4. Latecomers sign into school via the school office and will then be entered onto the system.
5. Pupils who need to leave the school for medical appointments during the school day bring letters from home and are collected from the main school office by an adult.
6. Where pupils will be absent from the school for visits, trips or other authorised activities lists of pupils involved are left with the school office so that these absences can be recorded correctly.
7. Registers are completed for all after school activities and sent to the school office.

PROCEDURE

In the event of a pupil being found missing it is vital that prompt action is taken.

1. Member of staff identifies when registering the class that a pupil is missing and attempts to identify the last known whereabouts of the pupil as quickly as possible from fellow pupils.
2. The school office and SLT are informed via the telephone system or the school radio system (channel 2)
3. Leadership team member and DSL/DDSL and other staff if required will undertake a systematic search of the premises, which will be directed by the DSL/DDSL, to see if the pupil can be located in the surrounding/immediate area..

Toilet Search Procedure:

- * **Announce name and that you are entering the toilets and stop other pupils from entering.**
- * **Check all doors and use pupil's name**
- * **Any locked doors- look under and over the cubicle for occupancy if the pupil still does not open the door please radio the site team for support on channel 2.**

4. In the event that the pupil is quickly found, then the usual school behaviour policy will be followed and relevant staff should ascertain why the pupil went missing. Vulnerable pupils who are assigned key workers e.g. SEND, CiC, CP should be supported by the relevant member of staff.
5. If an initial search (no more than 15 minutes) does not find the pupil, a member of the leadership team will contact the parent/carer. Once contacted the parent/carer should be advised to stay at home in case the pupil arrives there. Parent/carers should be asked for information of anywhere else the pupil may head for, e.g. grandparents/neighbours.
6. If at this point the pupil has still not been located, whether we consider they are still on school site or not, the Attendance Officer, under the direction of the DSL/DDSL should report the pupil missing using 101.
7. **NB If a member of staff has seen a pupil on site before registration (even without a mark) then the missing pupil procedure is followed.**

Information to be provided to the Police

When the school contacts the Police 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, physical description and any physical peculiarities
- any disability, learning difficulty or special educational needs the pupil may have
- the pupil's home address and telephone number
- a description of the clothing the pupil is thought to be wearing
- any relevant comments made by the pupil such as "I'm going to run away".

Once a pupil has been found

If an extensive search of the school premises has been initiated due to a pupil going missing, the Headteacher and Pastoral Manager will meet with the pupil and consider the following:

- whether the absence was deliberate or if a pupil has broken school rules in which case sanctions may apply
- whether the pupil is distressed about some element of school life and what action may need to be taken to resolve the situation
- whether there are safeguarding concerns, in which case the matter will be referred to the Designated Safeguarding Team

Where a pupil attempts or is seen to be leaving school premises without authorisation the following procedure should be followed:

1. The member of staff who has witnessed this will alert the leadership team via the school office or the radio system.
2. A member of staff who knows the pupil well may follow the pupil to the perimeter

fence, exit or gate and try to persuade the pupil to stay in school

3. An active pursuit may actually encourage a pupil to leave the site and may cause the pupil to panic. Therefore, if the pupil chooses to leave the site despite being asked not to do so, then parents and Police should be contacted as previously outlined.