



Myddelton College

Policy for

MISSING PUPILS

NB This document refers to pupils who are missing from the school site when they are expected to be present or whilst on a school trip. Please also refer to the Educational Visits Policy for action to be taken if a pupil is missing during a school trip.

1. Policy Statement

Myddelton College seeks to ensure that the whereabouts of all pupils are known at all times. On occasions when a member of staff discovers pupils are missing from their expected location, immediate action is required.

This policy applies to the whole School including the Preparatory School and applies at all times when the pupil is, or is intended to be, in the care of the School.

The procedures in this policy may be adapted as necessary in the circumstances. The Headmaster and the Senior Leadership Team have a wide discretion in relation to the procedures in this policy.

2. Procedure for pupils missing during school day

A pupil may be identified as missing if:

- an absence at morning registration is not confirmed by the office staff's call home to clarify the reason by 9.00am
- a pupil fails to attend a lesson / activity
- a pupil fails to attend afternoon registration
- a pupil fails to attend the prep/activities session at 4:30 pm

Any member of staff who discovers a pupil to be absent from their lesson or activity must immediately notify the School Office who will:

- check the authorised absence folder
- check the trips and fixtures lists
- check the pupil signing out book
- check with the boarding (if appropriate)
- check the Music/Swimming/LAMDA timetables/EAL/SEN lessons
- speak to the teacher of the previous lesson
- inform the SLT/HOH and Designated Safeguarding Lead
- Search of School to be undertaken

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

- open a written record of the incident which will log all specific actions taken
- contact the parents/guardians and ask for further information (where reasonably possible, the School will hold more than one emergency contact for each pupil).

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

- inform the Head, Deputy Head, (Head of Prep Department) and the Designated Safeguarding Lead who will instigate a search of the School site.
- advise all teachers due to teach the pupil later that day that they must immediately inform the School Office if the pupil appears.
- if considered appropriate, a school fire alarm practice might be a useful means of locating a missing pupil.

If the site search fails, parents / guardians will be informed and a search of local roads will be undertaken on foot, or by car, by available staff and parents as appropriate. Dependent on the age of the pupil, and in consultation with parents (where appropriate), the Police and/or other emergency services may be contacted. A decision will be taken in accordance with the School's Safeguarding Children (Child Protection) policy as to whether the School's should also contact children's social care in line with local procedures.

On completion of this and any subsequent searches made over the day, parents will continue to be informed of progress.

3. Procedure for boarding pupils missing after school hours or during the night

The member of staff who discovered the pupil is missing will:

- Inform the member of staff on duty immediately
- Check the signing out book/board in the house
- Check if the student has signed in or went to visit another boarding house
- Check with other boarding pupils and ask them if they have any knowledge of the missing pupil's whereabouts
- Attempt to contact the student on their mobile phone

If the student is still missing, the duty member of staff will:

- Inform all duty members of staff/students
- Instigate a search of all of the boarding houses

If the student is still missing, the duty member of staff should inform the Head of Boarding / Headmaster and Designated Safeguarding Lead (if they are not available then a senior member of boarding staff ie: Houseparent) who will:

- Instruct a member of staff to open a written record of the incident which will log all specific actions taken
- Instigate a search of the School site using available staff (and students in pairs/threes if the time of day is appropriate)
- If the site search fails, the Headmaster and the student's parents (or guardian in the case of an overseas student) may be informed and a search of local roads will be undertaken on foot, or by car, by available staff and parents, as appropriate. Dependent on the age of the pupil, and in consultation with the parents/guardians, the Police and/or other emergency services may be contacted. A decision will be taken in accordance with the School's child protection policy as to whether the School should also contact children's social care in line with local procedures.

On completion of this and any subsequent searches made over the day, parents will continue to be informed of progress.

4. Procedure for pupils missing during a school trip or during or following a journey

If a pupil is missing from a school trip or has not arrived at the School following a journey, the member of staff in charge will:

- attempt to contact the pupil
- contact the school
- check whether there were any delays or changes to the journey
- check with other pupils and ask them if they have any knowledge of the missing pupil's whereabouts
- contact the pupil's accommodation, if applicable
- contact the venue or the people that the pupil had visited, if applicable
- contact hospitals and the Police and the parents

A decision will be taken in accordance with the School's child protection policy as to whether the School should also contact children's social care in line with local procedures.

5. Information to be provided to UK Visas and Immigration

In the event that the missing pupil is sponsored by the School under Tier 4 of the Points Based System, the School will report to UKVI if the pupil misses ten consecutive expected contact points.

Each time the School's attendance register is completed is treated as a contact point for these purposes.

The report will be made by the School's Level 1 User via the sponsor management system and in accordance with prevailing Tier 4 Sponsor Guidance.

6. Risk assessment

Where a concern about a pupil's welfare is identified, the risks to that pupil's welfare will be assessed and appropriate action will be taken to reduce the risks identified.

The format of risk assessment may vary and may be included as part of the School's overall response to a welfare issue, including the use of individual pupil welfare plans (such as behaviour, healthcare and education plans, as appropriate). Regardless of the form used, the School's approach to promoting pupil welfare will be systematic and pupil focused.

The Headmaster has overall responsibility for ensuring that matters which affect pupil welfare are adequately risk assessed and for ensuring that the relevant findings are implemented, monitored and evaluated.

Day to day responsibility to carry out risk assessments under this policy will be delegated to the DSL, who have/has been properly trained in, and tasked with, carrying out the particular assessment.

7. Record keeping

All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.

The School will keep centrally a full written record of any incident of a missing pupil including:

- the pupil's name
- relevant dates and times and whether the incident was a single occurrence or part of a repeating pattern, via the Pastoral Incident Log and written records kept on file
- the action taken to find the pupil
- whether the police or children's social care were involved
- outcome or resolution of the incident

- any reasons given by the pupil for being missing
- any concerns or complaints about the handling of the incident
- a record of the staff involved.

A full written record of the incident will be kept on the pupil's file.

The records created in accordance with this policy may contain personal data. The School has a number of privacy notices which explain how the School will use personal data about pupils and parents. The privacy notices are published on the School's website. In addition, staff must ensure that they follow the School's data protection policies and procedures when handling personal data created in connection with this policy.

8. Review

This policy shall be reviewed every year as part of the School's annual review of safeguarding, and updated as necessary.

In undertaking the review the Designated Safeguarding Lead will take into account any recorded incidents that indicate that there may be a problem with supervision, pupil support or security at the School and any issues raised by individual members of staff, parents and pupils.

Issued: November 2019

Reviewed: September 2021

Appendix 1 - Missing Child Incident Log

Date:

Time:

Name of person reporting:

Childs name:

Year Group:

Form:

Boarding house (if applicable):

Time it was noticed child is missing:

Where the child was expected to be:

When was the child last seen:

Are there any known issues:

What steps have you taken to find the child:

Please record all conversations below, detailing what time you have spoken and what was said (factually).

Name::

Name:

Deputy Head / Headmaster:

Parents:

Any other person:

Where the Police notified? If yes, detail action taken below:

Where / when was the child found?

Any further actions or follow-up required:

Print (full name): _____

Signed _____ **Date:**

Appendix 2 Missing Child Checklist

This form is to be used when a child has to be searched for in the school grounds

| Date | Name | Year | Phone call to parent/guardian | Check sign out book | Check Tutor/HOH | Check Trips/Fixtures | Check SLT | Contact appropriate staff | Check boarding house |
|-------------|-------------|-------------|----------------------------------|---------------------------|--------------------|-------------------------|--------------|---------------------------------|----------------------------|
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Appendix 3 – Missing from Lessons / Registration Procedure

| STAGE | CHECK | PROCEDURE |
|--------------|--------------------------------------|---|
| 1 | Teacher | Teacher notifies school office a student is missing from their lesson. |
| 2 | Authorised Absence | Check 'Authorised Absence's from engage for any notifications from parents / guardians. |
| 3 | Trips / Fixtures | Check in the office to see if the student is on a trip or sporting fixture. |
| 4 | Late Sign In log | Check the Sign In Book for any students that may have signed in late. |
| 5 | Sign Out Register | Check Sign Out Book for any students that may have signed out. |
| 6 | Boarding House (if a boarder) | Check the boarding house if this is a boarder. |

| | | |
|----|-------------------------------|--|
| 7 | Music / Drama | Check the Music, Drama Departments |
| 8 | Previous lesson | Look on engage to find out their previous lesson. Find the appropriate teacher to check the student was in class. |
| 9 | Head of House/ SLT | Check with Head of House or SLT if they are aware of any reason why the student isn't in school. |
| 10 | Search School | <p>Arrange a search of the school site with assistance from other staff members. Update the DSL and Headmaster and start logging information on the Missing Child Checklist</p> <p>Take further direction from the Headmaster. Once the situation is resolved complete Missing Child Incident Log.</p> |