

# Hill House International Junior School



## Missing Pupil Policy

## **1 Policy statement**

1.1 **Policy aims:** Through the operation of this policy we aim to:

- 1.1.1 protect the health and safety of pupils at the School;
- 1.1.2 ensure that School staff know how to respond if a pupil goes missing.

1.2 **Scope:** This policy:

- 1.2.1 applies to staff (including volunteers), pupils and parents at Hill House International Junior School (**the School**);
- 1.2.2 should be read with the Safeguarding Policy; and
- 1.2.3 is a mandatory requirement of Keeping Children Safe in Education (Department for Education (DfE), 2016).

1.3 The procedures in this policy may be adapted as necessary. The Head and the Deputy Head Pastoral have a wide discretion in relation to the procedures in this policy.

1.4 **Publication:** This policy is provided to all staff in the Staff Policy Folder. Parents may request a copy from the School.

1.5 This policy can be made available in large print or other accessible format if required.

## **2 Responsibility**

2.1 The Proprietors delegate appropriate responsibilities for the day to day management of the School to the Head. In practice, all members of staff contribute to the safety of pupils at the School by providing appropriate supervision in accordance with the directions of the Deputy Head Pastoral, Heads of House and Senior Tutors. 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 has a duty to inform the relevant Head of House without delay.

## **3 Procedure for pupil missing during the day**

3.1 If a member of staff or volunteer (**Adult Responsible**) notes that a pupil is missing from class, games lesson, or any other activity, the Adult Responsible should contact the School Office immediately.

3.2 The School Office will then:

- check the child's timetable for that day
- contact the relevant school nurse to check whether the pupil has reported sick or has an appointment
- check the list of music lessons
- contact the pupil's Senior Tutor.

- 3.3 If the pupil cannot be found following the above investigation, the Senior Tutor will notify the Designated Safeguarding Lead, or, in his absence, one of the Deputy Designated Safeguarding Leads. The Senior Tutor will conduct an initial search using assistance from members of staff as available or required. The Head will be kept informed by the Designated Safeguarding Lead.
- 3.4 As part of the initial search process, the pupil's fellow classmates will be asked if they have any knowledge of the missing pupil's whereabouts.
- 3.5 If the pupil is found on site or in the vicinity, the School staff will make a concerted effort to persuade the pupil to return to the School. If the pupil refuses to do so, staff members at the scene will attempt to continue to monitor the pupil's whereabouts. Staff should consider contacting the parents in such circumstances.
- 3.6 If the pupil is not found after the initial search, the Designated Safeguarding Lead will ring the School Office to register the pupil as missing together with any suggestions as to where the pupil might be based on information gained from speaking to staff and other pupils. The Designated Safeguarding Lead will contact the pupil's parents at this point and the situation must be reported to the School's Senior Management Team along with the relevant details. If the parents are abroad, there may need to be a delay in contacting them. All decisions on contacting parents should be made by the Designated Safeguarding Lead.
- 3.7 If the initial search is unsuccessful, the Designated Safeguarding Lead will contact the police after consultation with the parents (where appropriate) and provide the police with the information listed in section 5, as well as any other information reasonably requested by the police. A decision will be taken in accordance with the School's Safeguarding policy and procedures as to whether the School should also contact children's social care in line with local procedures.

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

- 4.1 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
  - 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 venue or the people that the pupil had visited, if applicable
  - contact hospitals and the Police, and the parents.

#### **5 Information to be provided to the Police**

- 5.1 When the School contacts the Police during the day or night, 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 that 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.

5.2 The information will then be passed to the various police stations through police channels and no further notifications from the School should be necessary.

## **6 Review**

6.1 This policy shall be reviewed every year as part of the Schools annual review of safeguarding, and updated as necessary. In undertaking the review the Designated Safeguarding Lead will take into account any incidents in the Missing Pupil Incident Book 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.

## **7 Missing Pupil Incident Book**

7.1 The School must keep a full written record of any incident of a missing pupil including:

- the pupil's name
- relevant dates and times (e.g. when it was first noticed that the pupil was missing)
- 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.

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

<b>Authorised by</b>	<b>Resolution of the Proprietors</b>
<b>Signed on behalf of the Proprietors</b>	<b>William Townend</b> .....
<b>Date</b>	<b>7<sup>th</sup> March 2017</b>

<b>Effective date of the policy</b>	<b>7<sup>th</sup> March 2017</b>
<b>Review date of the policy</b>	<b>7<sup>th</sup> March 2018</b>