



FARNBOROUGH HILL  
WHOLEHEARTEDLY

## 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:

- Attendance Policy
- Educational Visits Policy
- Health & Safety Policy
- Risk Policy
- Safeguarding and Child Protection Policy
- Supervision of Pupils Policy

### Introduction

The well-being and safety of our pupils is our paramount responsibility. Every adult who works at the School 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 School'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 Farnborough Hill all new staff receive a thorough induction into the importance of effective supervision of pupils.

### Policy Statement

This policy applies to all staff (including volunteers), pupils and parents at Farnborough Hill. This policy can be read in conjunction with the *Safeguarding and Child Protection Policy*. The procedures in this policy may be adapted as necessary. This policy is a mandatory requirement of *Keeping Children Safe in Education* (Department for Education (DfE)), September 2018.

Through the operation of this policy we aim to:

- i) Protect the health, safety and well-being of pupils at the School;
- ii) Ensure that school staff know how to respond if a pupil goes missing.

### Responsibility

The Governors 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 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). 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 (8:45 am – 4:00 pm) or outside the School day (7.30 to 8.45 am and 4.00 – 6.00 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.

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 School Nurse 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/Red Corridor.

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

- Inform the Deputy Head (Pastoral) 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 morning/afternoon 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, or car 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 log (as detailed in the Emergency Plan) will be kept on the pupil's file.
- If appropriate, the pupil will be reminded of the correct procedures regarding attendance and reminded of their responsibility in keeping themselves safe.

### **Pupil Missing on a School Trip**

- An immediate roll call will 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 EVC (Assistant Head) or Duty SLT 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.

- The party will then act in accordance with the Emergency Plan, together with any guidance from the School and the Police.
- A full report will be made by the Trip Leader and submitted to the EVC (Assistant Head). 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**

- The Trip leader should talk to, take care of and, if necessary, comfort the pupil.
- The Trip Leader should then 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 Deputy Head (Pastoral) if appropriate).
- The enquiry should involve all concerned providing written statements.
- The Head will initiate a full enquiry and provide a written report. This report and the incident log (as detailed in the Emergency Plan) will be kept on the pupil's file.
- 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 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.

### **Action to be Followed by Staff if a Pupil Fails to Attend her 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 School 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 Head/Designated Safeguarding Lead 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 from School**

The School 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 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 without permission.

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

The School 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.

This policy will be reviewed annually by the Assistant Head (Head of Sixth Form).

The next review is due in February 2020.