

Missing Pupils

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1 Policy statement

1.1 Hampshire Collegiate School is committed to ensuring that the whereabouts of all pupils are known at all times. On occasions when a member of staff identifies pupils as missing, i.e. not present without authorisation or explanation, from their expected location, immediate action is required, and the response is detailed in the procedure below.

1.2 Communications with parents and the appropriate services (particularly the police) are an integral part of the procedure and all instances of missing pupils will be reported to the Headmaster so that investigations may be made.

1.3 This policy applies to all members of our school community, including boarders and those in our EYFS setting.

1.4 Hampshire Collegiate School is fully committed to ensuring that the application of this Missing Pupil Policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

1.5 Hampshire Collegiate seeks to implement this policy through adherence to the procedures set out in the rest of this document.

1.6 This document is available to all interested parties on our website and on request from the Senior or Prep School Office and should be read in conjunction with the following documents:

- Attendance
- Child Protection (Safeguarding)
- Uncollected Child Policy

2 Responsibilities

2.1 It is the Headmaster's (Cliff Canning) responsibility in Senior School (along with the Senior School Assistant Head) and Peter Brady, the Acting Head of the Prep School, to ensure that all relevant staff are aware of this policy, to ensure relevant staff are aware of their responsibilities, what is expected and the procedures to follow and to ensure that the policy is reviewed on a timely basis. It is the responsibility of all staff to read the policy and act at all times according to its guidance.

2.2 It is the responsibility of parents to ensure they provide correct and updated contact information on a termly basis and know the procedures for handover of the child at the beginning and end of sessions.

2.3 It is the responsibility of LGB to ensure that they are aware of the school's procedures and to challenge/support the school in its review of this policy.

2.4 A child going missing from education is a potential indicator of abuse or neglect. HCS staff should be alert to children going missing, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future.

2.5 Any concerns relating to the above issues should be referred to the Designated Safeguarding Lead in the first instance in line with our Child Protection (Safeguarding) Policy. Failure to report children missing in education, when this is a requirement, would be non-compliance with the duty to have regard to KCSIE (Sept 2016).

3 Procedure for a Missing Pupil

3.1 A pupil may be identified as missing (not present without authorisation or explanation):

- 3.1.1 After an absence at morning registration is not confirmed by the office staff's call home.
- 3.1.2 By comparing pupils in a class with the day's absence sheet.
- 3.1.3 On reconciliation with the afternoon registration.
- 3.1.4 By a report of a missing child by a fellow pupil.

3.2 Any member of staff discovering a discrepancy must immediately notify the Prep School Office/Senior School Reception who will:

- 3.2.1 Contact the tutor/teacher to assess whether the absence is expected.
- 3.2.2 Contact the School Nurse/first aider to check for any known medical emergency.
- 3.2.3 Contact the class teacher of any timetabled class at which the missing pupil should be present (or should have been present earlier in the day: staff who might previously have taught or tutored the pupil that day).
- 3.2.4 Check all lists of trips out of school.
- 3.2.5 Check the paper copy register in the Prep School Office or the signing out books at Senior School Reception.

3.3 If the pupil is still found to be missing, the Prep School Office/Senior School Reception will immediately:

- 3.3.1 Inform the Headmaster / Head of Prep School and members of SLT who will initiate and oversee a search of the school site.
- 3.3.2 Ensure the remaining children are sufficiently supervised and secure.
- 3.3.3 Open a written record of the incident which will log all specific actions taken. Inform parents and the police if the child cannot be found within 15 minutes.
- 3.3.4 Inform Grounds staff and ask them to assist in the search.
- 3.3.5 Post a 'missing' notice on the staff room notice board and a message sent by email to all staff with the name of the pupil, date and time of first noted absence.
- 3.3.6 Advise all teachers due to teach or tutor the pupil later that day that they must immediately inform the office if the pupil appears.

3.4 If the site search fails:

3.4.1 A search of local roads will be made on foot, or by car, by available staff and parents as appropriate.

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

3.4.3 If considered appropriate, a school fire alarm practice will be used as a useful tool in locating missing pupils.

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

3.5.1 The Headmaster, Head of Prep School or Senior School Deputy Head, will be directly informed by the Prep School Office/Senior School Reception.

3.5.2 The Police will be informed if they have been involved.

3.5.3 A notice cancelling the emergency situation will be posted on the Staff Room Notice Board and an email sent to all relevant staff.

3.5.4 The written log kept by the Prep School Office/Senior School Reception will be signed off.

3.5.5 The Assistant Head (Pastoral) Senior School/ the Head of Prep School will initiate a full inquiry and provide a written report to the Headmaster. This report and the incident log will be kept on the pupil's file.

3.5.6 An outline report on missing pupil incidents will be made to the Local Governing Body at each of its meetings.

3.6 If the incident happens on a trip:

3.6.1 All teachers on the trip will have mobile phones and will have left their contact details with the school.

3.6.2 Alert class teacher and the teacher in charge of the overall trip **immediately**.

3.6.3 Teacher leading the trip will determine from the relevant staff as to when the child was last seen and where.

3.6.4 Ensure the remaining children are sufficiently supervised and secure, one or preferably two members of staff should search the immediate vicinity.

3.6.5 If trip site is staffed, ask the site staff for support in search.

3.6.6 If the child cannot be found within 15 minutes the police must be informed.

3.6.7 If the child cannot be found within 15 minutes the Head of Prep School or Assistant Head (Pastoral) must be informed by phone.

3.6.8 The Headmaster/Head of the Prep School will inform parents.

3.6.9 Continue to search, widening the search area, keeping in touch via mobile phone.

3.6.10 Head of Prep School or Assistant Head (Pastoral) to liaise with parents during and after the incident is resolved.

4 Procedure for Missing Boarders

4.1 All duty staff should be able to locate any boarder at any time.

4.2 If a child cannot be found during the evening or weekend:

4.2.1 Check the exeat list and desk diary in the staff room. Perhaps the pupil has been given permission to go out or has been taken out by a parent.

4.2.2 Check the signing out book. If they have signed themselves out overnight, let the Head of Boarding know.

4.2.3 If they still can't be found, check with Matron that they are not sick.

4.2.4 A Boarder may be identified as missing if their whereabouts cannot be confirmed visually, from information provided by the pupil or other trustworthy pupils with regard to their movements, the sign-in book or telephonic contact with them or their parent/guardian. Staff discovering a discrepancy must:

4.2.4.1 Notify the Head of Boarding and the duty boarding staff member.

4.2.4.2 Notify the School Matron.

4.2.4.3 Attempt to ascertain whereabouts from friends.

4.2.4.4 Attempt to contact the pupil on his/her mobile phone. Numbers are in the 'Pupil Data' section of the Boarding Folder on the network shared area.

4.2.4.5 Arrange a check of the School grounds.

4.2.4.6 Contact staff who might previously have taught the pupil that day (if a weekday).

4.2.4.7 Check the list of trips and activities out of School.

4.3 If a pupil is still missing, the duty member of staff should:

4.3.1 Inform the Heads of Boarding and the Headmaster or, in their absence, the Senior School Deputy Head.

4.3.2 Notify the Boarding Tutor and check for any known circumstances that might have led to the pupil being missing.

4.3.3 Inform Grounds staff if during the day.

4.3.4 Open a written record of the incident in the Boarding Office and log all specific actions taken.

4.3.5 Contact their parents/guardians (with due regard for time zones).

4.3.6 Contact back-up duty staff, and request assistance as appropriate.

4.3.7 A search of local roads, shops, potential haunts etc. should be made on foot or by car where appropriate.

4.3.8 Post a 'Missing' notice on the Common Room Notice Board, Boarding Notice Board and via email with the name of the pupil, date and time of first noted absence.

4.3.9 If considered appropriate, a school fire alarm practice would be a useful tool in locating missing pupils. On completion of this and any subsequent searches made, the Headmaster and parents/guardians will continue to be informed of progress. The Headmaster (or in his absence, the Senior School Deputy Head) will arrange for the Police to be informed.

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

4.4.1 The Headmaster, Parents/guardians, and Senior School Deputy Head will be directly informed by the Boarding Office.

4.4.2 The Police will be informed if they have been involved.

4.4.3 The written log kept in the Boarding Office will be signed off.

4.4.4 The Assistant Head (Pastoral) or Head of Boarding will initiate a full inquiry, and provide a written report to the Headmaster. This report and the incident log will be kept on the pupil's file.

4.5 Please note: It is important to check information passed to you by pupils. For example, if a child is not there at bedtime pupils may well say 'that's OK; he always goes home on Wednesdays'. *Most likely it's true, but it is still important to check!*

4.6 Remember – YOU are liable unless you pass on your concerns.

4.7 Every single boarder must be accounted for every night. Make sure to check that you have said goodnight to everyone, especially Sixth Formers! It is good practice to switch off the lights yourself at 'lights out'.

5 Procedure for a Missing Pupil from Early Years (EYFS)

5.1 Action to be taken upon discovering a missing pupil:

5.1.1 The teacher in charge will immediately inform the Head of Prep School (or the Deputy Head of Senior School in their absence) and the Office Staff.

5.1.2 The remaining children will be gathered together into one group, for an activity with a designated member of staff. The children will be sensitively asked whether they have seen the child who is missing, as will all adults who were with the child, so that it can be established who was last to see the missing child, when and where.

5.1.3 The teacher in charge of the class will then carry out a thorough search of all the rooms in the immediate vicinity and the outside perimeter of the Prep School.

5.1.4 A register will be taken of the remaining children in the class and sent immediately to the office.

5.1.5 The remaining staff will then search for the missing child.

5.1.6 Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.

5.1.7 The teacher in charge talks to staff to establish what happened.

5.1.8 Ground staff and Estate staff should be notified at this stage, should the child not be located.

5.1.9 If the child is not found by the time the register is returned to the office, the teacher in charge will update the Head of Prep School and Headmaster.

5.1.10 If the child is not found within 10 minutes from the initial report the parents are informed.

5.1.11 The Head of Prep School in consultation with the Headmaster, will arrange for the Police to be informed.

5.1.12 On completion of this and any subsequent searches made, the Headmaster and parents/guardians will continue to be informed of progress.

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

5.2.1 The Headmaster, Head of Prep School and parents/guardians, will be directly informed by the School.

5.2.2 The Police will be informed if they have been involved.

5.2.3 A notice cancelling the emergency situation will be posted on the Staff Room Notice Board and message sent to all staff by email.

5.2.4 The written log kept by the Prep School Office/Senior School Reception will be signed off.

5.2.5 The Head of Prep School will initiate a full inquiry, and provide a written report to the Headmaster. This report and the incident log will be kept on the pupil's file.

5.2.6 An outline report on missing pupil incidents will be made to the Local Governing Body at each of its meetings.

5.3 After the incident, the Head of Prep School or Deputy Head of Prep School will discuss with the child's parents the events surrounding the disappearance of the child.

5.4 The Investigation

5.4.1 The Head of Prep School will carry out a full investigation taking written statements from all the staff present at the time.

5.4.2 The incident report will detail:

- The date and time of the report
- What staff/children were in the group/class
- When the child was last seen in the group/class/boarding house
- What has taken place in the group/class/boarding house since then and the time it is estimated that the child went missing.

5.4.3 A conclusion is drawn as to how the breach of security happened.

5.4.4 OFSTED is informed within 14 days in the case of an incident involving a missing EYFS pupil.

5.4.5 Review after the event of systems and procedures and look at risk assessments and training.

Document Information

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