

## Missing Pupil Policy

This policy is applicable to all pupils, including those in the EYFS.

### **Definition of a missing child for the purpose of this policy.**

A child who is identified as absent from the expected place within his or her school class or group without prior notification or explanation from a member of staff or parent.

### **Statement:**

St Hugh's is committed to the health, safety and well-being (both physical and emotional) of all children in its care and will deploy stringent and active measures to safeguard these aims to provide a safe environment in which the pupils can develop, in line with evolving Governmental guidance and statutory obligations. Ensuring children are accounted for and adhering to stringent procedures if they are identified as missing is one aspect of this safeguarding.

### **Aims:**

The aims of this policy are to:

- Ensure all pupils are regularly accounted for at different times of the day and night, including school trips.
- Ensure that there is a quick and comprehensive response to any pupil/s reported missing.

### **Practice:**

If a pupil has been registered at school and does not appear as expected for a lesson or other activity, it is important that a calm and methodical approach is taken to finding the whereabouts of that pupil. Carry out the following:

- Check with the Medical Centre whether the pupil has reported to them.
- Check with the School Secretary and Receptionist and form teacher for any record of the pupil having left the site for an external appointment.
- Check if the pupil is having an out of class tutorial eg music/tennis/learning support etc.
- Notify the Headmaster or member of SLT using SLT WHATSAPP
- A search of the school is carried out and the last place the child was seen ascertained.
- If after a period of 15 minutes the child is still missing the school carries out a fire drill to account for all pupils.
- If the child is still not found the police are informed and the school follows advice from the police and inform the parents.

School Trips: (In addition to the above the following are in place)

- Before every school trip a risk assessment must be carried out.
- The member of staff supervising the school trip will work in line with the missing pupil policy adopted by that organization.

**Boarding:** (In addition to the above the following are in place)

- If during boarding time (5.30pm – 8.30am) a boarder goes missing the house parents must be informed immediately.

**Uncollected Pupils:**

If, in the circumstance that a pupil is not collected at the expected time from school, the following procedures should be carried out:

- Staff should reassure the pupil and take a calm and methodical approach to finding the whereabouts of the pupil's parent.
- Check with the School Secretary and Receptionist for any record of the parents arriving late on site or a message to advise of other arrangements.
- Check with the Medical Centre whether the parent has reported to them.
- The School Secretary and/or Receptionist to call parent on their given telephone number.
- Notify the Headmaster or senior member of staff on duty.
- The School Secretary and/or Receptionist to call the secondary family contact on the pupil's given information.
- Ensure the pupil is always supervised until a registered family contact collects the pupil from school.

This policy should also be read in conjunction with the Safeguarding Policy and Safety and Supervision on School Trips Policy

**Monitoring and Review**

Reviewed by SLT: January 2021

Reviewed and Approved by The Education, Welfare and Compliance Committee: February 2021

Next Review: January 2023