



# Clifton High School

co-educational nursery pre-school to sixth form

Policy applies from EYFS to Sixth Form	Lost Pupil
Date policy updated	29.06.2021
Date policy to be reviewed	29.05.2022
Author	Mr L Goodman
A shaded area denotes a regulation to which all schools must comply	

*Clifton High School is committed to child protection and safeguarding children and young people and expects all staff, visitors and volunteers to share this commitment.*

Clifton High School has a statutory duty to protect the welfare, health and safety of the children in its care. If a pupil is reported as being missing all reasonable steps should be taken to account for the whereabouts of that individual. When there are factors which might put the individual at increased risk the situation should be viewed as carrying a higher priority.

If a pupil is reported missing **during the School Day** then the following steps should be taken

- The class teacher/form tutor/staff member who discovers that the pupil is missing should notify the School Office immediately by emailing [schooloffice@cliftonhigh.co.uk](mailto:schooloffice@cliftonhigh.co.uk) or dialling 0 on any school internal telephone
- The School Office will instigate the **Lost Pupil Checklist – During the School Day** (see Appendix A)
- If the pupil has not been found, the School Office will contact a member of the Senior Leadership Team (SLT) and the on-call duty member of staff to search for the pupil. The searching team will then follow the Lost Pupil Checklist
- The member of SLT will direct any available members of the administrative, maintenance or teaching staff to carry out parts of the search
- If the pupil has not been located then the Head of School will be notified
- If the pupil remains lost, the member of SLT, or the Head of School, will contact the parents, to check that the pupil is not in their care. This contact should be handled with the utmost care so as not to cause undue alarm
- The police may be contacted at the discretion of the Head of School. Initial contact should be via the Local Community Officer whose number is known to the School Office and all members of SLT

A full account of the incident, including a timeline, must be recorded by the member of SLT or the Head of School.

If a pupil is reported missing **at the end of the School Day** then the following steps should be taken

- The class teacher/form tutor/staff member who discovers that the pupil is missing should notify the School Office immediately by emailing [schooloffice@cliftonhigh.co.uk](mailto:schooloffice@cliftonhigh.co.uk) or dialling 0 on any school internal telephone
- The School Office will instigate the **Lost Pupil Checklist – At the end of the School Day** (see Appendix B)
- If the pupil has not been found, the School Office will contact a member of SLT and/or the Homework Room duty member of staff from the Senior Library (Ext 226) to search for the pupil. The searching team will then follow the Lost Pupil Checklist

- The member of SLT will direct any available members of the administrative, maintenance or teaching staff to carry out parts of the search
- If the pupil has not been located then the Head of School will be notified
- If the pupil remains lost, the member of SLT, or the Head of School, will contact the parents, to check that the pupil is not in their care. This contact should be handled with the utmost care so as not to cause undue alarm
- The police may be contacted at the discretion of the Head of School. Initial contact should be via the Local Community Officer whose number is known to the School Office and all members of SLT

A full account of the incident, including a timeline, must be recorded by the member of SLT or the Head of School.



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## Appendix A: Lost Pupil Checklist – During the School Day

Pupil name:  Form:

Reported by:  Time reported missing:

**Step 1: Inform the School Office immediately**

**Step 2: The School Office must carry out the following checks within 10 minutes**

	Time
Absence register	
Late and early register	
Signing in and out register	
On-site extra-curricular activity (Details on SOCS)	
With the Speech and Drama Department (Ext 222)	
With a School Nurse (Ext 251)	
With the Counsellor – Tuesday and Thursday only (Ext 243)	
With the ELD Department (Ext 256)	
With the Music Department for Peripatetic lessons (Ext 257/258)	
With the FECF Department	

**Step 3: If the pupil has not been found, the School Office will contact a member of SLT and the on-call duty member of staff to search for the pupil. The searching team will then make the following checks within 20 minutes**

	Time
Toilets, cloakrooms and locker rooms	
Libraries	
Common rooms	
Extend the search to the extremities of the school and then to close proximity	
For Senior pupils ask a reliable pupil if they know the whereabouts of the lost pupil and/or ask them to call their friend on their mobile phone	

**Step 4: If the pupil still has not been found then the Head of School must be informed**



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## Appendix B: Lost Pupil Checklist – At the end of the School Day

Pupil name:  Form:

Reported by:  Time reported missing:

**Step 1: Inform the School Office immediately**

**Step 2: The School Office must carry out the following checks within 10 minutes**

	Time
Absence register	
Signing in and out register	
On-site extra-curricular activity (Details on SOCS)	
Off-site extra-curricular activity (Details on SOCS)	
With a School Nurse (Ext 251)	
Senior Homework Room Year 6 – 13 (Ext 226)	
After School Activity Club (ASAC) Nursery – Year 5 (Ext 241)	

**Step 3: If the pupil has not been found, the School Office will contact a member of SLT and the on-call duty member of staff from the Homework room (Ext 226) to search for the pupil. The searching team will then make the following checks within 20 minutes**

	Time
Classrooms, toilets, cloakrooms and locker rooms	
Libraries	
Common rooms	
Extend the search to the extremities of the school and then to close proximity	
For Senior pupils, ask a reliable pupil if they know the whereabouts of the lost pupil and/or ask them to call their friend on their mobile phone	

**Step 4: If the pupil still has not been found then the Head of School must be informed**