

# **Missing Pupil Policy**

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**Brooke House College**

2021/22 Version

## 1 Policy statement

1.1 Through the operation of this policy we aim to:

1.1.1 protect the health and safety of pupils at the College;

1.1.2 ensure that College staff know how to respond if a pupil goes missing.

1.2 This policy:

1.2.1 applies to staff (including volunteers), pupils and parents at Brooke House College(**the College**);

1.2.2 should be read with the Child Protection and Safeguarding Policy and Procedures; and

1.2.3 is a mandatory requirement of *Keeping Children Safe in Education* (Department for Education (DfE), 2021) and the *National Minimum Standards for Boarding Schools*: (DfE, 2015).

1.3 This policy has regard to the following guidance and advice:

1.3.1 Attendance Policy, Child Protection & Safeguarding Policy, Health & Safety Policy, Behaviour & Discipline Policy, **Supervision Plan** and Educational Visits Policy.

1.4 The procedures in this policy may be adapted as necessary. The Principal and the Director of Boarding & Pastoral Care have a wide discretion in relation to the procedures in this policy.

1.5 This policy is provided to all staff both electronically and in hard copy form, and all relevant members of staff receive training in its implementation. Parents may request a copy from the College.

## 2 Responsibility

2.1 The College Directors are responsible for the health, safety and welfare of its pupils. Under the terms of College policies, the Directors delegate certain day-to-day responsibilities for this to the Principal. As part of his responsibility, the Principal must ensure that all pupils are adequately supervised at all times while in the care of the College and that procedures are in place for staff to recognise at an early stage if a pupil is missing. The Principal must further ensure that there are adequate protocols for staff to follow in the event of a missing pupil or pupils. All staff are under a duty to follow the directions, procedures and protocols laid down by the Principal and all staff must accept their common law duty to act to the standard of that of a prudent and careful parent when supervising pupils or when investigating their disappearance. Any member of staff who notices a pupil is missing must take the appropriate action as set out in this policy. Any member of staff who sees a pupil in a place where the pupil should not be has a duty to inform the Director of Boarding and Pastoral Care without delay.

## 3 Procedure for pupil missing during the day

3.1 Teachers, activity leaders and sports teachers will hold attendance registers for all classes, sports training sessions and activities. The attendance registers contain the names of those pupils who are timetabled to attend the class or activity.

3.2 If a member of staff or volunteer notices that a pupil is missing from class / sports practice or any other scheduled activity, he / she should contact the Director of Boarding & Pastoral

Care. For the purposes of the report to the Director of Boarding & Pastoral Care, a pupil is deemed to be missing if the pupil has not arrived ten minutes after the scheduled start of the session. Staff should also report as missing pupils who leave a session before the end of the session and without permission.

3.3 In the case of pupils aged 16 years or under, the report should be made by telephone. In the case of pupils aged 17 years and above, the report may be made by email.

3.4 Upon receipt of a report of a missing pupil, the Director of Boarding & Pastoral Care will:

3.4.1 check on ISAMS for any note explaining the pupil's whereabouts;

3.4.2 check the pupil's timetable for that day to ensure that he / she is scheduled to attend the session from which he / she is missing;

3.4.3 contact the College Nurse to check whether the pupil has reported sick or has an appointment;

3.4.4 seek assistance from the pupil's Resident Tutor (before 10am and after 5pm when Resident Tutors are on-duty);

3.4.5 visit the boarding house to look for the pupil (between 10am and 5pm when Resident Tutors are off-duty); and

3.4.6 check the list of music lessons and other one-to-one sessions.

If the pupil cannot be found after the above enquiries have been made, the Director of Boarding & Pastoral Care will contact the Designated Safeguarding Lead (or Deputy DSL), who will take the lead in the investigation into the pupil's whereabouts. The Designated Safeguarding Lead will first inform the Principal of the situation and thereafter keep him informed as enquiries are made and the investigation into the whereabouts of the pupil carried out. The DSL may call on one or more of the Director of Boarding & Pastoral Care and DDSLs for any assistance she may need.

3.5 As part of the initial investigation, investigating staff will ask the missing pupil's fellow House members, friends and classmates if they have any knowledge of the missing pupil's whereabouts. Investigating staff will also contact the member(s) of staff responsible for the pupil's earlier timetabled sessions to check the pupil's attendance at those sessions and to enquire as to the missing pupil's behaviour, state of mind and mood. Investigating staff should also check whether any incident has taken place in the preceding session(s) that might have a bearing on the investigation. Investigating staff should make similar enquiries of the pupil's resident tutor.

3.6 If the pupil is not found after the initial search, the Designated Safeguarding Lead will register the pupil as missing on ISAMS and record any important information collected so far in the investigation. At the point at which the pupil is registered missing on ISAMS, the DSL will also report the situation to the College's Senior Management Team along with all relevant details.

3.7 The Designated Safeguarding Lead will consult the Principal and make the decision at what point to contact the pupil's parents / guardians. In the event that parents/guardians are contacted, the College will keep at least two contact numbers for the pupil's family (for day and boarding pupils), in addition to the guardian's details if the pupil is a boarder. The Designated Safeguarding Lead will also consult the Principal and decide at what point to contact the police. In the event that the police are informed, the designated Safeguarding

Lead will provide the information listed in Paragraph 6 below, as well as any other information they reasonably request. In accordance with the College's Child Protection and Safeguarding Policy and Procedures, the Designated Safeguarding Lead will decide whether the College should also contact children's social care in line with local procedures. Once it has been established beyond all doubt that a pupil is missing, The Principal will inform the Directors.

#### **4 Procedure for boarding pupil missing after lesson time or during the night (6.30pm – overnight - 07.30am)**

- 4.1 Where a Resident Tutor discovers that a boarding pupil is missing outside of school hours (lesson time) or during the night, he / she will:
- 4.1.1 check with other boarding pupils (if awake) and ask them if they have any knowledge of the missing pupil's whereabouts or knowledge of any possible reasons why the pupil might have gone missing;
  - 4.1.2 conduct an initial search of the House and the immediate surroundings of the House;
  - 4.1.3 call the pupil on his or her mobile telephone.
- 4.2 If the Resident Tutor is unsuccessful in locating the missing pupil, he / she will contact the Senior Member of Staff on Duty, who will then make all investigations appropriate in the circumstances to locate the missing pupil. These may include:
- 4.2.1 contacting other pupils, including known associates of the missing pupil, and members of staff for information on the whereabouts or likely whereabouts of the pupil;
  - 4.2.2 a search of areas of the College campus in which the pupil might be found (Games Room, Work Room, Paul Kitchener Building, Five-a-Side Football Pitch, the houses of any known associates over the age of 18 in unsupervised accommodation);
  - 4.2.3 A search of common locations in the town in which the pupil might be found (Subway, Flames, Starbucks, Mei Wah, Hong Kong, Swallow Cottage)
- 4.3 The Senior Member of Staff on Duty may call upon assistance from other members of staff and senior pupils over the age of 18 in the search of the College campus and the town.
- 4.4 If, following the initial search, the pupil has not been found, the Senior Member of Staff on Duty will inform the Designated Safeguarding Lead (or her Deputy) of the situation.
- 4.5 The Senior Member of Staff on Duty will consult the Designated Safeguarding Lead and decide at which point to contact the missing pupil's parents/guardians.
- 4.6 The Senior Member of Staff on Duty will also consult the Designated Safeguarding Lead and decide at which point to contact the police. When contacting the police, the DSL will provide the information listed in section 6.
- 4.6 In accordance with the College's Child Protection and Safeguarding Policy and Procedures, the Designated Safeguarding Lead will decide whether the College should also contact children's social care in line with local procedures.

## **5 Procedure for pupils missing during or following a journey**

- 5.1 If a pupil has not arrived at the College following a journey, the member of staff in charge will:
- 5.1.1 attempt to contact the pupil
  - 5.1.2 contact those responsible for providing the transport for the journey (taxi company, guardianship organisation, bus company, airline etc.) check whether there were any delays or changes to the journey
  - 5.1.3 check with other pupils and ask them if they have any knowledge of the missing pupil's whereabouts
  - 5.1.4 contact the pupil's accommodation, if applicable or phone home in the event of the missing pupil being a day pupil who has failed to attend morning registration
  - 5.1.5 contact the venue or the people that the pupil had visited, if applicable
  - 5.1.6 contact hospitals and the Police and the parents.

## **6 Procedure for pupil missing during an offsite educational visit**

- 6.1 The College's Educational Visits policy and detailed procedures for staff organising visits, provide a framework for managing school visits, taking into account the College's safeguarding and health and safety responsibilities. Appropriate staff supervising ratios are agreed by the EVC and supervising arrangements will be relevant to the locality, age of pupils and type of activity. The following procedures apply if a pupil goes missing on a school trip or visit. The member of staff in charge will:
- 6.1.1 attempt to contact the pupil;
  - 6.1.2 organise for accompanying staff / volunteers to search the immediate vicinity and/or the group's recent locations;
  - 6.1.3 check whether there were any delays or changes to the journey;
  - 6.1.4 check with other pupils and ask them if they have any knowledge of the missing pupil's whereabouts.
- 6.2 If the pupil is not found, the member of staff in charge will contact the school, using the pre-designated member of staff for such an eventuality, as outlined on the permission to go on the visit form.
- 6.2.1 If the trip is taking place during school holidays, the designated senior staff contact for the trip will be contacted. The senior staff contact will agree with the member of staff in charge of the trip the procedure for contacting the pupil's parents and if necessary, the local police.

## **7 Children Missing Education (CME)**

- 7.1 For cases of CME, the College will have regard for the government guidelines on the matter, which can be found at <https://www.gov.uk/government/publications/children-missing-education>.

- 7.2 All children, regardless of their circumstances, are entitled to an efficient, full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life. As such, the College will:
- 7.2.1 enter pupils on the admission register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the College. If a pupil fails to attend on the agreed or notified date, the College will undertake reasonable enquiries to establish the child's whereabouts and consider notifying the local authority at the earliest opportunity;
  - 7.2.2 follow all procedures as laid down in 3.4 above. In the event the pupil is a boarder, after all attempts to find the pupil have failed, the DSL/Director of Boarding & Pastoral Care will agree with the Principal the contact procedures for telling the parents, guardians or agents of the missing pupil. After 24 hours of a boarder going missing, the college will notify the police as a matter of course.
- 7.3 With the agreement of the local authority, an agreed period of intervals will be established to continue to monitor the unexplained absences up to a maximum of ten school days.
- 7.4 Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, and with the agreement of the local authority, the pupil can be removed from the admissions register. In the event the missing pupil is a boarder, the College will need to inform the Home Office/UKVI to alert the authorities that a visa breach has occurred.

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

- 8.1 When the College contacts the Police during the day or night, the following information should be provided:
- 8.1.1 the pupil's name
  - 8.1.2 the pupil's date of birth
  - 8.1.3 an up to date photograph if possible
  - 8.1.4 the pupil's height, physical description and any physical peculiarities
  - 8.1.5 any disability, learning difficulty or special educational needs that the pupil may have
  - 8.1.6 the pupil's home address and telephone number
  - 8.1.7 a description of the clothing the pupil is thought to be wearing
  - 8.1.8 any relevant comments made by the pupil.
- 8.2 The information will then be passed to the various police stations through police channels and no further notifications from the College should be necessary.

## 9 Missing pupil incident reports and record

- 9.1 The College must keep a full written record of any incident of a missing pupil. The responsibility for writing the report is that of the Designated Safeguarding Lead who shall delegate to the Director of Boarding & Pastoral Care, Senior Member of Staff on Duty or Group Leader, as appropriate. The report should include the following detail:
- 9.1.1 the pupil's name
  - 9.1.2 relevant dates and times (e.g. when it was first noticed that the pupil was missing and the last time and place at which he / she was seen)
  - 9.1.3 the action taken to find the pupil
  - 9.1.4 whether the pupil's parents were contacted
  - 9.1.5 whether the Police or children's social care were involved
  - 9.1.6 outcome or resolution of the incident
  - 9.1.7 any reasons given by the pupil for going missing
  - 9.1.8 any concerns or complaints about the handling of the incident
  - 9.1.9 a record of the staff involved.
- 9.2 A full written record of the incident will be kept on the pupil's file. Where attendance is poor or pupils are regularly missing, the College has a staged response when dealing with such a pupil, which operates alongside this policy.
- 9.3 An attendance rate of less than 85% will trigger action from either the Director of Boarding & Pastoral care or the Vice Principal. The staged response is as follows.
- i) Support plan/catch-up sessions, including tutors being informed
  - ii) Detention other than the catch-up sessions
  - iii) Letters home to parents/guardians/agents informing them of the situation and of possible further consequences should the pupil continue to fail to attend as required. At this stage, the Principal would be involved.
  - iv) Meeting with Principal with possible further sanctions.
- Once the attendance issue has been raised with the Principal, he will instigate the next steps
- v) Official written warning sent to parents/agents/guardians, outlining the steps taken so far and the next steps. Continued refusal by a pupil to attend as expected could result in the Principal informing relevant Agencies of loss of tier 4 sponsorship, leading to the removal of the pupil from the college.

## 10 Review

- 10.1 This policy shall be reviewed every year as part of the Colleges annual review of safeguarding, and updated as necessary.

- 10.2 In undertaking the review the Designated Safeguarding Lead will take into account any incidents in the missing pupil incident record that indicate that there may be a problem with supervision, pupil support or security at the College and any issues raised by individual members of staff, parents and pupils.

<b>Authorised by</b>	resolution of the Board of Directors
<b>Signed</b> .....	
On behalf of the Board of Directors	
<b>Date</b>	August 2021

### Schedule of Updates

Date document updated	Document updated by	Summary update/comments	Location of saved file
November 2016	MCO / SD / CL / RP	Drawn up as part of the College review of policy – Summer 2016.	Dropbox – SMT – Policies Final
June 2017	MCO	Updated after Board of Directors' meeting	Dropbox – SMT – Policies Final
July 2018	MCO	Updated in response to guidance from the DfE	Dropbox – SMT – Policies Final
July 2019	MCO	Updated in response to day pupil safeguarding	Dropbox – SMT – Policies Final
July 2020	MCO	Updated in response to ISA compliance check	Dropbox – SMT – Policies 2021-2022

### Schedule of Review

<b>Date of document review</b>	<b>Reviewed by</b>	<b>Scheduled date of next review</b>
July 2017	MCO	July 2018
July 2018	MCO	July 2019
July 2019	MCO	July 2020
July 2020	MCO	July 2021
July 2021	MCO	July 2022