



Lost / Missing Child Policy (including EYFS)

This policy is the responsibility of the Director of Pastoral Care to review and update annually.

Scope

The welfare of the pupils at Malvern St James Girl's School is paramount. Every adult who works at the school has been trained to appreciate that he or she has a key responsibility for helping to keep pupils safe at all times. Where staff have concerns that a pupil is missing from the school, this policy should be followed.

Every member of our staff who works with children has read the relevant parts of Keeping Children Safe in Education. Our staffing ratios are generous and are deliberately designed to ensure that every pupil is supervised the whole time that they are in our care.

This policy was drawn up having had regard to the Independent School Regulatory Requirements (paragraph 7 and 15), Early Years Statutory Framework (paragraph 3.73) and Department for Education Guidance Children Missing Education (September 2016).

MSJ Prep (including EYFS)

The importance of staying safe and with known adults is stressed to pupils regularly. Head counts/ Registers are taken at lesson changes and at Registration. A note of absences from the classroom (taking messages / toilet) is made by the class teacher. Staff are vigilant when on duty.

The Parents' Information Handbook relays important information and describes the arrangements for security at the beginning and end of each day, including after school care procedures.

In EYFS, KS1 and KS2, a pupil may not leave School with another parent or unknown adult unless full details have been given to School by the parent.

Senior School and Sixth Form

The importance of staying safe and with known adults is stressed to pupils regularly. Registers are taken at lesson changes and at Registration. A note of absences from the classroom (taking messages/ toilet) is made by the class teacher. Staff are vigilant when on duty.

What to do if a pupil goes missing during the School day on site

Emergencies can arise. In the unlikely event of a pupil going missing in/from School, these procedures are designed to ensure that she is found and returned to supervision as soon as possible.

The Attendance Officer, Main Reception and the Director of Pastoral Care should be informed of any potentially missing pupil as soon as there is a concern.

If following an initial search and announcement on the in-school speaker system, the missing pupil has not been located, the following procedures should be followed: -

- The Headmistress, Deputy Head and appropriate Head of Year (in their absence a member of the Senior Leadership Team) will be notified and will communicate with all relevant staff;
- If the School has the pupil's mobile number (stored on ISAMS), the member of SLT notified will call or instruct another member of staff to do so;
- All staff will be informed by email;
- If appropriate, the alarm will sound and members of the School will respond accordingly;
- A register is to be taken immediately to ensure that all other pupils are present;
- Classmates and friends should be asked if they know of the pupil's whereabouts and when they last saw the missing pupil;
- Any messages left for staff (eg Form Tutor, HOY, Attendance, Main Reception, Housemistress will be checked);
- The immediate area will be searched thoroughly by staff, including the Estates Team. The search will be organised and co-ordinated by the member of SLT notified and also the Heads of Year (including EYFS), if appropriate. The search is to include all areas, inside and outside spaces, cloakrooms, cupboards etc. Staff should carry mobile phones wherever possible;
- A member of SLT will call the pupil's parents and the police once a register has been completed. This will be within 15 – 20 minutes if the pupil is in Prep (including EYFS) and within 30 minutes for pupils in the Senior School;
- The SLT will act on any Police advice;
- The SLT will follow the Critical Incident Policy;
- A base will be created in the Deputy Head's Office where all information should be passed to the SLT and Designated Safeguarding Lead. The DSL will contact the Worcestershire Local Safeguarding Children Partnership and the Chair of the Governing Body.

See Appendix 1 for procedural details

What to do if a pupil goes missing on a School trip

Head counts are made at regular intervals and a mobile phone is taken for emergencies.

In the event of a pupil missing from the group:-

- All staff present will be informed;
- A head-count will be carried out and if appropriate, the missing pupil will be contacted on their mobile;
- Classmates and friends should be asked if they know of the pupil's whereabouts and when they last saw the missing pupil;
- All other pupils should be calmly occupied in an appropriate space and remain under proper supervision. They should be taken back to the School when possible (or to the accommodation if abroad);
- The immediate area should be searched thoroughly by available staff;
- If abroad, details of actions are found in the **Educational Visits Policy**;
- If the pupil is not found after half an hour, the most senior member of staff should contact the police and inform the Head/Designated Safeguarding Lead (DSL), who will follow the Critical Incident Policy;

- If abroad and a member of staff who speaks the language is present, they should make the phone call to the police;
- At least one member of staff should remain at the scene to meet the police/parents;
- The Head/DSL will act on any Police advice. The DSL will contact Worcestershire Local Safeguarding Children Board and the Governing Body;
- Once the lost pupil is found, all members of staff, the pupil's family and agencies that were already contacted should be informed.

What to do if a pupil goes missing from the Boarding House

After the Health Centre has been called and the house registers have been taken:-

- The Headmistress, Deputy Head and Director of Boarding will be notified and will communicate with all relevant staff;
- If the School has the pupil's mobile number (stored on ISAMS), the member of SLT notified will call or instruct another member of staff to do so;
- All other Boarding Houses will be called and checked;
- Room-mates and friends should be asked if they know of the pupil's whereabouts and when they last saw the missing pupil;
- Information held in the Housemistress' Office and any messages left for staff will be checked;
- The immediate area will be searched thoroughly by staff, including the Night Watchman. The search will be organised and co-ordinated by the member of SLT notified. The search is to include all areas, inside and outside spaces, cloakrooms, cupboards etc. Staff should carry mobile phones wherever possible;
- The Fire Alarm will be set off so that all Boarding pupils can be registered at the assembly point;
- A member of SLT will call the pupil's parents and the police once a register has been completed. This will be within 15 – 20 minutes if the pupil is in Prep and within 30 minutes for pupils in the Senior School;
- The SLT will act on any Police advice;
- The SLT will follow the Critical Incident Policy;
- A base will be created in the Director of Boarding's office, where all information should be passed to the SLT and Designated Safeguarding Lead. The DSL will contact the Worcestershire Local Safeguarding Children Board and the Chair of the Governing Body;


See Appendix 2 for procedural details

A full record of all activities, interviews and procedures should be documented in an incident report to be completed by the staff member responsible for the pupil at the time they went missing. This report should be given to the Head as soon as possible, in order to carry out a full review of this Policy.

Actions to be followed by staff once the pupil is found

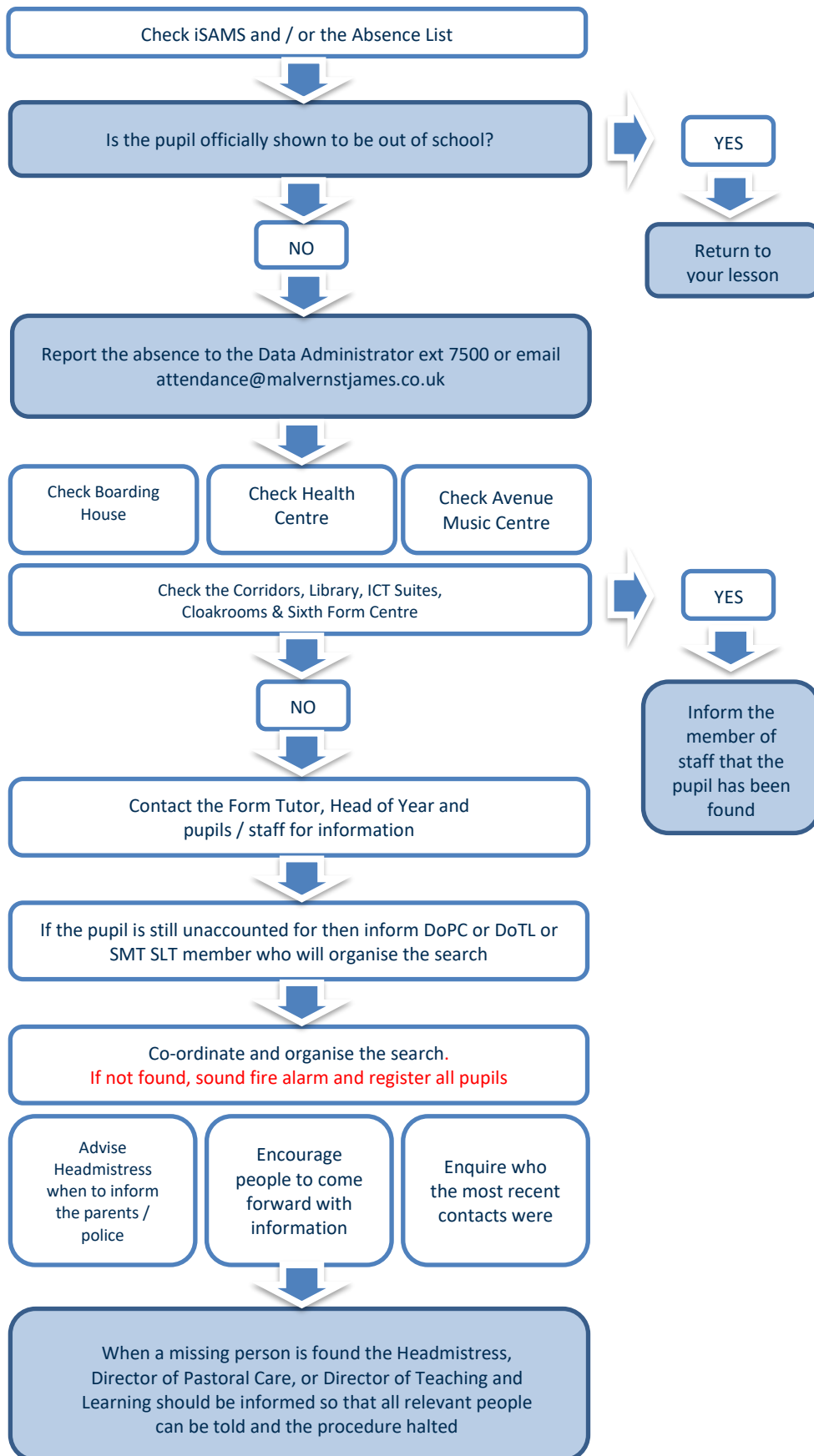
- Talk to, take care of and, if necessary, comfort the pupil;
- Speak to the other pupils to ensure they understand why they should not leave the premises/separate from a group on an outing;
- Director of Pastoral Care (DSL) will speak to the parents to discuss events and give an account of the incident;
- All media queries to be referred to the Headmistress;
- The investigation should involve all concerned providing written statements;

- The report should be detailed and cover: 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 they appeared to have gone missing, as well as lessons for the future.

Authorised by	Resolution of the Governors of Malvern St James
Signature	
Date	15 March 2023

Effective date of the Policy	15 March 2023
Review date	Spring Term 2024

Appendix 1 - Flow Chart to show procedure to follow when a pupil is reported missing



Appendix 2 - Flow Chart to show procedure to follow when a boarder is missing

