DULWICH COLLEGE
FOUNDED 1619

MISSING PUPIL POLICY (YEARS 3 TO 13)

The welfare of all of our pupils is our paramount responsibility. Every adult who works at the College is aware that they have a responsibility for helping to keep all of the pupils safe at all times. It is the responsibility of all staff to search actively for pupils who are missing, including working with the police where appropriate.

Our staffing ratios are generous and are deliberately designed to ensure that every pupil is appropriately supervised when in our care.

For the purposes of this policy, the term 'missing' refers to a pupil being absent without authorisation or explanation.

Pupils are registered before school starts in the mornings and again at the start of Period 5 at 2:40pm (or at 2:15pm in the Junior School). A list of absentees is available on iSAMS and is held in the Attendance Office and School Offices.

On occasions when a staff member identifies a pupil as missing from their expected location, the procedures set out below must immediately be followed.

Communications with parents and the appropriate services (particularly the police) are an integral part of the procedure and all instances of a missing pupil must be reported to the Principal Deputy, the Deputy Master Pupils & Safeguarding and the Safeguarding Manager (via safeguarding@dulwich.org.uk), along with the relevant Head of School, and the appropriate steps taken.

This policy is available to all interested parties on our website and should be read in conjunction with the Safeguarding (Child Protection) and the Attendance and Registration Policy. This documentation also complies with Standard 20 of the National Minimum Standards for Boarding (Staffing and Supervision).

Procedure: Missing Day Pupils

A pupil may be identified as missing:

- after an absence at morning registration is not confirmed by the Attendance Office (Years 9 to 13) or the relevant School Office (Years 3 to 8);
- on reconciliation with the afternoon register;
- by a report of a missing child by a member of staff or a fellow pupil.

Any member of staff discovering a discrepancy must immediately notify the Attendance Office (Years 9 to 13) or the relevant School Office (Years 3 to 8) who will:

- check SOCS and Evolve and signing-out records;
- contact and make the necessary checks at the College (e.g. with the relevant School Office, the Medical Centre, the Learning Support Department, the Music School, the Library etc), and then with the pupil's parents, to assess whether the absence is expected.

If the pupil is still missing, the Attendance Office or relevant School Office (according to the year group) will immediately:

- inform the Deputy Master Pupils & Safeguarding and the Safeguarding Manager (via safeguarding@dulwich.org.uk) along with the Head of School, who will initiate and oversee a search of the site;
- co-ordinate and make the necessary search of the College grounds;
- advise all teachers due to teach the pupil later that day that they must immediately inform the Attendance Office or the relevant School Office if the pupil appears.

If the site search fails:

- the parents will be informed;
- on completion of an initial search of the local area and any subsequent searches made over the day, parents will continue to be informed of progress;
- at their discretion, the Deputy Master Pupils & Safeguarding (or, in their absence, the Safeguarding Manager and the Head of School) will arrange for the police and/or social services to be informed.

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

- the parents will be directly informed;
- the police will be informed if they have been involved;
- any incident where the child has been lost off site, and is then found must be reported as a "Near Miss" on Evolve;
- full inquiry will be conducted by the Head of School, a report of which will be placed on CPOMS (and that inquiry will consider if social services need to be informed if they have not already been informed).

Procedure: Missing Boarders

During the school day, the procedure is the same as that for a missing day pupil, but in addition the Attendance Office or the relevant School Office will inform the pupil's Boarding Housemaster.

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 phone contact with them or their parent/guardian.

Staff discovering a discrepancy must:

- notify the Boarding Housemaster, the Principal Deputy (or in their absence the Deputy Master Pupils & Safeguarding) and/or the duty boarding staff member;
- attempt to ascertain whereabouts from the pupil's friends;
- attempt to contact the pupil on his mobile phone;
- arrange a check of the College grounds;
- contact staff who might previously have taught the pupil that day (if a weekday);
- check the list of outings, expeditions and out-of-school activities.

If a pupil is still missing, the staff should:

- inform the relevant Head of School;
- notify the Boarding Tutor and check for any known circumstances that might have led to the pupil being missing;
- contact their parents/guardians (with due regard for time zones);
- contact back-up duty staff, and request assistance as appropriate;
- arrange a search of local roads, shops, potential haunts etc. on foot or by car (where appropriate);
- consider if, in the circumstances, the police (and/or social services) should be informed (at the discretion of the Principal Deputy or in their absence the Deputy Master Pupils & Safeguarding); and
- consider if a critical incident team needs to be convened.

On completion of this and any subsequent searches made, the Principal Deputy (or in their absence the Deputy Master Pupils & Safeguarding) and parents / guardians should be informed of progress. If not already contacted, the Principal Deputy (or in their absence the Deputy Master Pupils & Safeguarding) will arrange for the police to be informed.

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

- parents/guardians will be directly informed;

- the police will be informed if they have been involved;
- any incident where the child has been lost off site, and is then found must be reported as a “Near Miss” on Evolve; and
- a full inquiry will be conducted by the Principal Deputy, a report of which will be placed on CPOMS (and that inquiry will consider if social services need to be informed if they have not already been informed).

Policy Owner:	Deputy Master Pupils & Safeguarding
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