



Pupils Missing from School Policy

Date of last review:	2022	Review period:	2 Years
Date of next review:	2024	Written by:	Rebecca Garratt
Type of policy:	Non-statutory	Committee:	FGB
Signature:			

POLICY STATEMENT

This policy applies to staff (including volunteers), pupils and parents at Wyre Forest School.

The school will operate in line with the ***Procedures of Worcestershire Safeguarding Board*** and will give due regard to the DfE guidance documents:

- Keeping Children Safe in Education (September 2021) (KCSIE)
- Working Together to Safeguard Children (July 2018)
- Prevent Duty Guidance: for England and Wales (March 2015) (Prevent). Prevent is supplemented by non-statutory advice and a briefing note:
 - The Prevent Duty: Departmental advice for schools and childminders (June 2015)
 - The use of social media for online radicalisation (July 2015)

The policy should be read in conjunction with the Staff Code of Conduct.

PUBLICATION

All staff are made aware of this policy. It is also available online on the school website. Parents may request a hard copy from the school or review the policy on the school website.

POLICY AIMS

Through the operation of this policy we aim to:

- Protect the health and safety of pupils at the school;
- Ensure that school staff know how to respond if a pupil goes missing.

RESPONSIBILITY

The Governors delegate appropriate responsibilities for the day to day management of the school to the Headteacher. In practice, all members of staff contribute to the safety of pupils at the school by providing appropriate supervision in accordance with the directions of the Headteacher and Senior Leadership Team. Schools are under a general duty to supervise pupils to the standard of a prudent or careful parent.

PROCEDURE WHEN A PUPIL IS MISSING (Please note – Russell House has separate procedures)

Step 1 – If a member of staff or volunteer notes that a pupil is missing, the adult responsible should contact Reception immediately. A pupil may be identified as missing:

- After an absence at morning registration is not confirmed by Reception after contact with home;
- By comparing pupils in a class with the days absent sheet;
- On reconciliation with the afternoon registration;
- By a report of a missing child by a fellow pupil;
- Staff member notices a missing pupil.

Step 2 – If a pupil is suspected to be missing, the Receptionist will:

- Check the pupils timetable for that day;
- Check all lists of trips out of school and check the signing out books at Reception;
- Contact the school Medical Team to check whether the pupil has reported sick or has an appointment;
- Contact the class teacher to check if there is an arranged absence;
- Ask over radio if anyone has seen the pupil in question.

Step 3 – If the pupil cannot be found following the above investigation, the Receptionist will notify the Deputy Head (AH), or, in her absence, the Deputy Head (JK).

Step 4 – The Deputy Head will then take over the investigation.

Step 5 – The Deputy Head will conduct an initial search using assistance from colleagues as available or required. The Headteacher will be kept informed by the Deputy Head.

Step 6 – As part of the initial search process, the pupil's peers will be asked if they have any knowledge of the missing pupil's whereabouts.

Step 7 – All teachers due to teach or tutor the pupil later that day will be informed that they must immediately inform Reception if the pupil appears.

Step 8 – If the pupil is found on site or in the vicinity, parents will be informed that their child was missing but has now been found.

Step 9 – If the pupil is not found after the initial search, the Deputy Head will telephone Reception to register the pupil as missing together with any suggestions as to where the pupil might be based on information gained from speaking to staff and other pupils. The Deputy Head will contact the pupil's parents at this point. All decisions on contacting parents should be made by the Deputy Head.

Step 10 – If the initial search is unsuccessful, the Deputy Head will contact the Police after consultation with the parents (where appropriate) and provide the Police with the information listed below, as well as any other information reasonably requested by the Police.

We do not leave the school site to pursue a pupil unless approved by the Headteacher.

INFORMATION TO BE PROVIDED TO THE POLICE

When the school contacts the Police about a missing pupil, the following information should be provided:

- The pupil's name;
- The pupil's age;
- An up-to-date photograph is possible;
- The pupil's height, physical description and any physical peculiarities;
- Any disability, learning difficulty or special educational needs that the pupil may have;
- The pupil's home address and telephone number;
- A description of the clothing the pupil is thought to be wearing;
- Any relevant comments made by the pupil such as "I'm going to run away".

PROCEDURE FOR PUPILS MISSING FOLLOWING A JOURNEY TO SCHOOL

If a pupil is missing following a journey to school, the Deputy Head (AH) will:

1. Attempt to contact the pupil;
2. Check whether there were any expected delays or changes to the journey;
3. Check with other pupils and ask them if they have any knowledge of the missing pupil's whereabouts;
4. Contact parents and proceed as for a missing pupil.

PROCEDURE FOR PUPILS MISSING DURING A SCHOOL TRIP

1. Telephone the Police (*see information to be provided to the Police*);
2. Telephone the school – school will notify the Deputy Head who will send additional staff to collect pupils where appropriate and contact parents/carers.

A full written record of the offsite incident will be kept on CPOMS.

MONITORING

The school is aware that a pupil failing to attend school regularly or being absent without the school's permission for a continuous period of 10 days or more is a potential indicator of abuse or neglect.

Pupils who have been recorded as missing from school are monitored closely and if there is a concern that they are at risk of 'going missing from education' the DSL will be consulted (see Safeguarding Policy).

REVIEW

This policy shall be reviewed every 2 years by the Headteacher, and updated as necessary. In undertaking the review, the Headteacher will take into account any incidents of Missing Pupils on file that indicate that there may be a problem with supervision, pupil support or security at the school and any issues raised by individual members of staff, parents and pupils.