



## ROEDEAN MOIRA HOUSE MISSING PUPILS POLICY (RECEPTION-YEAR 13) 2018-19

This policy is for the whole school including the Early Years Foundation Stage (EYFS)

### **Missing Pupils Policy (Reception to 13)**

The welfare of all of our pupils is our paramount responsibility. Every adult who works at the school 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 at 8:20am and again at 13:05pm for Reception-Year 6 and 13:30pm for Years 7-13.

A list of absentees is held in the school office.

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 Head of Pastoral Care, Pastoral Mentors and the relevant Head of Section and the appropriate investigations made.

This policy is available to all interested parties on our website and should be read in conjunction with the Safeguarding Policy. This documentation also complies with the National Minimum Standards for Boarding in terms of 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 relevant school office staff's contact with home
- By comparing pupils in a class with the day's absence sheet kept in the relevant school office
- In reconciliation with the afternoon registration
- By a report of a missing child by a fellow pupil.

Any member of staff discovering a discrepancy must immediately notify the relevant School Office who will:

- Contact and make the necessary check such as the personal tutor/teacher to assess whether the absence is expected, the Medical Centre to check for any known medical emergency.
- Check all lists of trips out of School and check the signing out books in the school offices.

If the pupil is still found to be missing, the relevant school office will immediately:

- Inform the Pastoral Mentor, Head of Section and the Director of Pastoral Care who will initiate and oversee a search of the site
- Co-ordinate and make the necessary search of the school grounds



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- Advise all teachers due to teach or tutor the pupil later that day that they must immediately inform the office if the pupil appears

If the site search fails:

- The Head of Section and 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 her discretion, the Head of Pastoral Care will arrange for the police to be informed
- If the pupil is found, or the incident is otherwise resolved:

- The Head of Section and parents will be directly informed by the school office
- The police will be informed if they have been involved
- The Head of Pastoral Care will initiate a full inquiry, and provide a written report.

This report and the incident log will be kept on the pupil's file.

### **Procedure: Missing Boarders**

During the school day, the procedure is the same as that for a missing day pupil, but in addition the relevant school office will inform the pupil's Boarding Housemistress.

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 Housemistress 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 trips and activities out of School

If a pupil is still missing, the staff should:

- Inform the Head of Boarding and Welfare or on her absence the relevant ST member on call
- Notify the Boarding Housemistress 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).

On completion of this and any subsequent searches made, the Head of Boarding and Welfare and parents/guardians should be informed of progress. The Head of Boarding and Welfare will arrange for the police to be informed.

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

- Parents/guardians and the Head of Boarding and Welfare will be directly informed by the Boarding staff
- The police will be informed if they have been involved
- The Head of Boarding and Welfare or Boarding Housemistress will initiate a full inquiry, and provide a written report.



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This report and the incident log will be kept on the pupil's file.

### **Related policies and documents**

This policy should be read in conjunction with the following policies and documents:

- Employee Handbook
- Staff Handbook
- Code of Conduct for Employees
- Health Safety Handbook
- Boarding Staff Handbook
- National Minimum Standards for Boarding Schools
- ISI Handbook for the Inspection of Schools, Regulatory Requirements
- Teachers' Standards
- Departmental Handbook
- Keeping Children Safe in Education
- Safeguarding Policy
- Pastoral Care Policy
- Complaints Policy (Parents)
- Complaints Policy (Pupils)

POLICY REVIEWED BY SCHOOL: May 2018

POLICY REVIEWED BY SCHOOL COUNCIL: June 2017

NEXT REVIEW: June 2019