

Durston House

Missing Pupil Policy and Procedures

Aims of the Policy

- to obviate pupils going missing whilst in the care of the school
- to enable quick and effective reaction to a pupil going missing

Objectives of the Policy

- to set out the school's commitment to safeguarding all pupils in its care
- to establish clear, workable procedures to be followed by staff in the event of a pupil going missing
- to complement the school's **Pastoral Care Policy, Safeguarding Policy, Before School and After School Supervision Policy, Duties Procedures, Duties Rota, Health and Safety Policy, General School Notes, General Information for Parents, Outings Policy, Trips Policy (all in the School Handbook)**

Introduction

For pupils at Durston House, all members of staff act *in loco parentis* during the school day, during school-run activities outside normal hours, and on residential Trips. It is incumbent on the school to have clear supervisory arrangements and record systems in place to safeguard the welfare of each pupil, preventing his going missing. Should there be an occasion when these arrangements have been circumvented and a pupil is missing, staff can put into action workable and effective procedures to recover the pupil. Such procedures accompany this policy.

The Missing Pupil Procedures are communicated to all staff annually, with copies of them clearly displayed on noticeboards in the three school staffrooms. It is expected that staff understand each stage of the procedures, so that an effective and rapid search can be undertaken, without delay; however, it is recognised that common sense may require procedures to be adapted to particular situations, locations and time of day. The procedures and the staff response to them should reflect the paramount concern for the welfare of the pupil who is missing.

In general, depending on the situation, emergency services would be called after one hour of a pupil or pupils going missing.

This policy applies to all pupils at Durston House, including those in Reception (EYFS).

Missing Pupil Procedures

Pupil Missing From School Premises

Prevention

Staff:

- are vigilant at all times.
- understand and implement school policies and procedures.
- ensure that security doors and gates are closed when not in use.
- take the register of pupils using the Oasis database at morning and afternoon registrations.
- carry out headcounts, where possible, when moving from one site to another.
- instruct boys to walk in pairs when moving between sites.
- ensure that there is a member of staff aware of the front and back of a line of pupils when moving between sites.
- ensure that boys are not left unsupervised outside lessons (except Year 8, who may move between sites unsupervised, with permission).

Action

Staff:

- take a register to ensure all other boys are present.
- ask other staff and pupils when they last saw the missing boy.
- ask office staff in the respective buildings to:
 - check the peripatetic Music lesson and Learning Support timetables.
 - check whether the pupil is ill or legitimately absent.
 - arrange for the supervision of the remaining pupils.
 - search the building/site.
 - check for signs of exit from the building/site.
- inform the respective SMT Member (Head of Pre-Prep, Head of Junior School or Deputy Head), if the pupil has not been found.

An SMT Member:

- takes responsibility for further action.
- assesses the situation and initiates a more thorough search.
- informs the Headmaster.
- contacts the boy's parents, if necessary.
- contacts the emergency services, if necessary.

Pupil Missing Outside School Hours or Outside School Premises

Prevention

Staff:

- are vigilant at all times.
- understand and implement school policies and procedures.
- take the register of pupils.
- carry out regular headcounts, especially on arrival and departure.
- ensure that there are sufficient adults supervising the school activity.
- inform the boys, before they leave the school premises, of actions to take should they be separated from their group or class.
- distribute to boys, for Outings and Trips, laminated cards or lanyards holding school contact details (PrP boys wear stickers).
- instruct boys to walk in pairs on the pavement.
- ensure that there is a member of staff at the front and at the back of the line of boys.
- ensure that boys are not left unsupervised.
- ensure that an approved Risk Assessment has been disseminated to all adults supervising, and signed by them.
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Action

Staff:

- take a register to ensure all other boys are present.
- ask other staff and pupils when they last saw the missing boy.
- arrange for the supervision of the remaining pupils and for one adult to check the building/venue/site.
- inform, where possible, the venue staff and take advice.
- inform one of the following School Contacts:
 - the school office staff in the respective part of the school (if during office hours) who will pass information to an SMT member.
 - the SMT member on daily duty (until 6.00 p.m.).
 - Headmaster or Bursar during holiday or weekend activities.
- initiate a more thorough search, using available adults, keeping the School Contact informed.

An SMT Member:

- takes responsibility for further action.
- informs the Headmaster.
- contacts the boy's parents, if necessary.
- arranges for the emergency services to be called by the Lead Staff Member (in charge of school activity), if necessary.

Further Action Taken If Pupil Not Found

An SMT Member:

- initiates a wider search (other parts of the school/venue and the local area) using as many adults as possible.

- seeks information as to the pupil’s state of mind, or personal problems, which could have a bearing on the situation.
- checks school medical records to obtain any relevant medical information regarding any medical condition or medication being taken.
- contacts the parents.
- arranges another adult to contact all numbers on the database related to the boy.
- contacts the emergency services or makes sure such services have been called off-site.
- maintains telephone contact with parents, giving regular feedback.
- keeps the Headmaster informed.

The Headmaster:

- liaises with SMT Member and emergency services.
- informs the Chairman of Governors, when appropriate.
- deals with any media enquiries, if necessary.
- refers the matter to the London Borough of Ealing Education Department, Lead Officer for Child Protection, if necessary.

The Bursar:

- informs the school insurers.

Recording Action Taken if Pupil Missing

A full record of all action taken, up to the stage at which the pupil is found, is made on the school database (ExtendedAdmin\Pupils\WorkBehaviour\+Pastoral).

Evaluation of this Policy

This policy will be evaluated biennially by the school, amended where necessary and approved by SMT.

<i>Created</i>	<i>January 2014</i>	<i>HW</i>	<i>Version 1</i>
<i>Revised</i>	<i>17 November 2014</i>	<i>WM</i>	<i>Version 2</i>
<i>Revised</i>	<i>26 Feb 2015</i>	<i>WM</i>	<i>Version 3</i>
<i>Revised</i>	<i>15 Apr 2017</i>	<i>WM</i>	<i>Version 4</i>
<i>Revised</i>	<i>26 Sept 2017</i>	<i>WM</i>	<i>Version 5</i>
<i>Approved</i>	<i>28 Sept 2017</i>	<i>SMT</i>	
<i>Next Revision</i>	<i>September 2019</i>		