

Durston House

Missing Pupil Policy and Procedures

Aims of the Policy and Procedures

- 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 and Procedures

- 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 all relevant school policies and procedures found on the Durston House Operations Tree, including the **Pastoral Care** and **Safeguarding Policies**

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 school's 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 During School Hours

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 Engage, the school's database, at morning and afternoon registrations.
- are aware of the whereabouts of pupils for whom they have supervisory responsibility at given times.
 - are aware in lessons, Form times, Activities, Enrichment, Games, Workshops and on Outings or Trips
 - carry out headcounts, where possible.
- instruct boys to walk in pairs when moving between sites.
- make sure a teacher or assistant is always at the front and back of the line at all times, with other staff spread throughout the line, when moving year groups between sites.
 - are vigilant about the entire line if accompanying alone a single class.
- ensure that boys are not left unsupervised in lessons.
- ensure that boys are not left unsupervised outside lesson time (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 an SMT Member if the pupil is not found.

An SMT Member:

- takes responsibility for further action.
- liaises with the respective school office, other school offices and other SMT members, where necessary.
- 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 and are aware of the whereabouts of pupils for whom they have supervisory responsibility at given times.
 - are aware in After-School Care, sports fixtures, Workshops and Outings and Trips.
 - carry out regular headcounts, especially on arrivals and departures.
- ensure that there are sufficient adults supervising at any time.
- inform the pupils, before they leave the school premises, of actions to be taken should they be separated from their group or class.
- distribute to boys, for Outings and Trips, laminated cards holding school contact details (PrP boys wear stickers).
- make sure a teacher or assistant is always at the front and back of the line at all times, with other staff spread throughout the line, when moving groups of pupils.
 - are vigilant about the entire line if accompanying alone a single group of pupils.
- instruct boys to walk in pairs on the pavement.
- ensure that boys are not left unsupervised.
- where necessary, ensure that an approved Risk Assessment has been disseminated to all adults supervising and signed by them.

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 respective school office staff (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.
- liaises with the respective school office, other school offices and other SMT members, where necessary.
- 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:

- arranges for the supervision of the remaining pupils.
- 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 the Risk Assessment or school medical records to obtain any relevant medical information regarding any medical condition or medication being taken.
- contacts the parents.
- arranges another adult to telephone all contact numbers related to the boy, listed on Engage, the school's database.
- contacts the emergency services or makes sure such services have been called off-site.
- maintains telephone contact with parents/guardians, where possible, giving regular feedback.
- keeps the Headmaster informed.

The Headmaster:

- liaises with SMT Member and emergency services.
- informs the Co-Chairmen of Governors, when appropriate.
- deals with any media enquiries, if necessary.
- refers the matter to the **Ealing Children's Referral Team (020 8825 8000)**, if necessary.

The Bursar:

- informs the school insurers.

Recording Action Taken if Pupil Missing

A full record of all action taken by all staff or SMT member involved, up to the stage at which the pupil is found, is made on Engage, the school's database.

Evaluation of this Policy

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

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