



## Missing Pupils

### Policy Statement

Rowan Preparatory School is committed to the well-being and safety of all our pupils and ensuring that their whereabouts are known at all times. For the purpose of this policy, the term 'missing' refers to a pupil being not present without authorisation or explanation.

On occasions when a staff member identifies a pupil as missing from their expected location, immediate action is required as outlined in the procedures below. Communications with parents and the appropriate services (particularly the police) are an integral part of the procedure and all instances of missing pupils will be reported to the Headmistress so that appropriate investigations may be made. The Headmistress will maintain and review a log of instances of missing pupils and will raise any concerns regarding pupils missing on repeat occasions to relevant agencies.

This policy applies to all members of our school community, including those in our EYFS setting.

Rowan Preparatory School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

Rowan Preparatory School seeks to implement this policy through adherence to the procedures set out in the rest of this document. This document is available on the website and on request from the school office, in line with our Provision of Information Policy, and should be read in conjunction with the Attendance; Child Protection (Safeguarding), and Uncollected Pupil policy documents.

### Procedures

#### Procedure for Missing Pupils

A pupil may be identified as missing:

- After an absence at morning or afternoon registration is not confirmed by the office staff's call home.
- By comparing pupils in a class with the day's 'Fire List'.
- By a report of a missing child by a fellow pupil.

Any member of staff discovering a discrepancy must immediately notify the school office who will:

- Contact the form/class teacher to assess whether the absence is expected.
- Check for any known medical emergency.
- Contact the teacher of any timetabled class at which the missing pupil should be present (or should have been present earlier in the day: staff who might previously have taught or the pupil that day)
- Check all lists of trips out of School.

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

- Open a written record of the incident which will log all specific actions taken.

- Contact the parents/guardians and ask for further information (this would normally be within 10 minutes of the report of a missing pupil).

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

- Inform the Headmistress and SLT members, who will initiate and oversee a search of the site.
- Inform caretaking staff and ask them to assist in the search.
- Post a 'missing' notice on the staff room notice board and a message sent by email to all staff with the name of the pupil, date and time of first noted absence.
- Advise all teachers due to teach the pupil later that day that they must immediately inform the office if the pupil appears.

If the site search fails:

- Staff would then complete a second search of the site.
- The parents of the missing pupil will be informed, and a search of local roads will be made on foot, or by car, by available staff and parents as appropriate.
- On completion of this and any subsequent searches made over the day parents will continue to be informed of progress.
- The Headmistress will arrange for the police to be called (and United Learning to be informed) after two site searches have been completed; we anticipate this would be within 40 minutes.
- If considered appropriate, a school fire alarm practice will be used as a useful tool in locating missing pupils.

If a child is missing from Education using the criteria set out in the Attendance policy the Surrey Local Authority.

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

- The Headmistress and parents of the missing pupil school will be directly informed by the school office.
- The Police and United Learning will be informed if they have been involved.
- A notice cancelling the emergency situation will be posted on the Staff Room Notice Board and an email sent to all relevant staff.
- The written log kept by the school office will be signed off.
- The Headmistress will initiate a full inquiry, and provide a written report for United Learning. This report and the incident log will be kept on the pupil's file.
- An outline report on missing pupil incidents will be made to the Local Governing Body at each of its meetings.

### **Procedure for a Missing Pupil from Early Years**

- The teacher in charge will calmly inform a member of the SLT and the Office Staff.
- The Office Staff open a written record of the incident which will log all specific actions taken.
- The remaining pupils will be gathered together into one group, for an activity and with a designated member of staff. The pupils will be sensitively asked by the class teacher whether they have seen the pupil who is missing, as will all adults who were with the child, so that it can be established who was last to see the missing child, when and where.
- The teacher in charge of the class will then carry out a thorough search of all the rooms in the immediate vicinity and the outside perimeter of the school
- A register will be taken of the remaining pupils in the class and sent immediately to the office.

- The remaining staff will then search for the missing pupil.
- Doors and gates are checked to see if there has been a breach of security whereby a pupil could wander out.
- The teacher in charge talks to staff to establish what happened.
- Caretaking staff should be notified.
- At her discretion, the Headmistress will arrange for the police, parents of the missing pupil and United Learning to be informed and given regular updates as appropriate.

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

- The Headmistress and parents of the missing pupil school will be directly informed by the school office.
- The Police and United Learning will be informed if they have been involved.
- A notice cancelling the emergency situation will be posted on the Staff Room Notice Board and an email sent to all relevant staff.
- The written log kept by the school office will be signed off.
- The Headmistress will initiate a full inquiry, and provide a written report for United Learning. This report and the incident log will be kept on the pupil's file.
- An outline report on missing pupil incidents will be made to the Local Governing Body at each of its meetings.

#### **After the Incident**

- The Headmistress will discuss with the child's parents the events surrounding the disappearance of the child.
- The Headmistress will carry out a full investigation taking written statements from all the staff present at the time.
- The incident report will detail:
  1. The date and time of the report
  2. What staff/children were in the group/class
  3. When the child was last seen in the group/class
  4. What has taken place in the group/class house since then and the time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened and, if appropriate, procedures (including risk assessments and training) may be updated.
- ISI is informed in the case of an incident of a missing EYFS pupil within 14 days.

This document is reviewed annually by the Headmistress and Deputy Heads or as events or legislation change requires. The next scheduled date for review is November 2019.