



# **HULL COLLEGIATE SCHOOL**

## **MISSING PUPILS**

Hull Collegiate School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

Hull Collegiate 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.

This document is available to all interested parties on request from the main school office and should be read in conjunction with:

- Supervision of Pupils policy

This document is reviewed annually by Mrs A Kell and Mr C Wainman as events or legislation change requires. The next scheduled date for review is September 2017.

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## **Policy Statement**

Hull Collegiate School is committed to the wellbeing and safety of all pupils and ensuring 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 Headteacher so that appropriate investigations may be made.

## **Procedures**

### **Procedure for Missing Pupils**

A pupil may be identified as missing:

- after an absence at morning registration is not confirmed by the office staff's call home
- by comparing pupils in a class with the day's absence sheet
- on 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 School office who will:

- contact the tutor/teacher to assess whether the absence is expected
- contact the School Matron or Nurse/first aider to check for any known medical emergency
- contact the class 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 tutored the pupil that day)
- check all lists of trips out of school
- check the signing out books at Reception.

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 Headteacher/Headteacher of the Prep School and CLT members, who will initiate and oversee a search of the site

- inform Grounds 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 or tutor the pupil later that day that they must immediately inform the office if the pupil appears.

If the site search fails:

1. The Headteacher/ Headteacher of the Prep School and parents will be informed and a search of local roads will be made on foot, or by car, by available staff and parents as appropriate.
2. On completion of this, and any subsequent searches made over the day, parents will continue to be informed of progress.
3. At her discretion, the Headteacher will arrange for the police to be informed.
4. If considered appropriate, a school fire alarm practice will be used as a useful tool in locating missing pupils.

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

- The Headteacher, Headteacher of the Prep School and the parents will be directly informed by the School office
- The Police will be informed if they have been involved.
- a notice cancelling the emergency situation will be posted on the staffroom notice board and an email sent to all relevant staff
- the written log kept by the School office will be signed off
- The Headteacher/Headteacher of the Prep School will initiate a full inquiry and provide a written report; 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.
- The Headteacher, Headteacher of the Prep School and the DSL will liaise closely about pupils that go missing on repeat occasions.

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

1. The teacher in charge will calmly inform the EYFS Coordinator and the office staff.
2. The remaining children will be gathered together into one group, for an activity and with a designated member of staff. The children will be sensitively asked by the class teacher whether they have seen the child 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.

3. 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 Prep School.
4. A register will be taken of the remaining children in the class and sent immediately to the office.
5. The remaining staff will then search for the missing child.
6. Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
7. The teacher in charge talks to staff to establish what happened.
8. Ground staff should be notified at this stage, should the child not be located.
9. If the child is not found by the time the register is returned to the office, then the EYFS coordinator will inform the Headteacher of Prep School.
10. If the child is not found within 10 minutes from the initial report then it is recommended that the parents are informed.
11. The Head of Prep School in consultation with the Headteacher will arrange for the Police to be informed.
12. On completion of this and any subsequent searches made, the Headteacher and Headteacher of the Prep School and parents/guardians will continue to be informed of progress.

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

- The Headteacher, Headteacher of the Prep School and parents/guardians, will be directly informed by the school
- The Police will be informed if they have been involved
- a message will be sent to all staff by email to cancel the emergency situation
- the written log kept by the School office will be signed off
- The Headteacher of the Prep School will initiate a full inquiry, and provide a written report to the Headteacher. 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 as appropriate.

### **After the Incident**

- The EYFS coordinator involved will sensitively discuss with the child's parents the events surrounding the disappearance of the child
- The Headteacher of the Prep School 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/boarding house
  4. What has taken place in the group/class 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
- OFSTED is informed within 14 days in the case of an incident of a missing EYFS pupil.

**Note: Failure to report children missing education, when this is a requirement, would be non-compliance with the duty to have regard to KCSIE.**

*This policy applies to all members of our school community, including those in our Early Years setting*