



Beachborough School

Missing Child Policy

Updated: September 2023

Date of next Review: September 2024

Policy Lead: Mr S Preece (Deputy Headmaster - DSL)

Reviewed by: Mrs S Mitchell (Headteacher)

Policy Statement

Beachborough 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 Headteacher so that appropriate investigations may be made. The Headteacher 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.

Beachborough 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.

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

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.
- Comparing pupils in a class with the day's 'Fire List'.
- 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 Headteacher 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 the 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 Headteacher will arrange for the police to be called (and Chair of Governors 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 the Local Authority will be informed.

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

- The Headteacher and parents of the missing pupil will be directly informed by the school office.
- The Police and Chair of Governors 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 Headteacher will initiate a full inquiry and provide a written report for the Chair of Governors. 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 or a member of SLT 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 available 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.
- Caretaking staff should be notified and 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.
- At his discretion, the Headteacher will arrange for the police, parents of the missing pupil and Chair of Governors to be informed and given regular updates as appropriate.

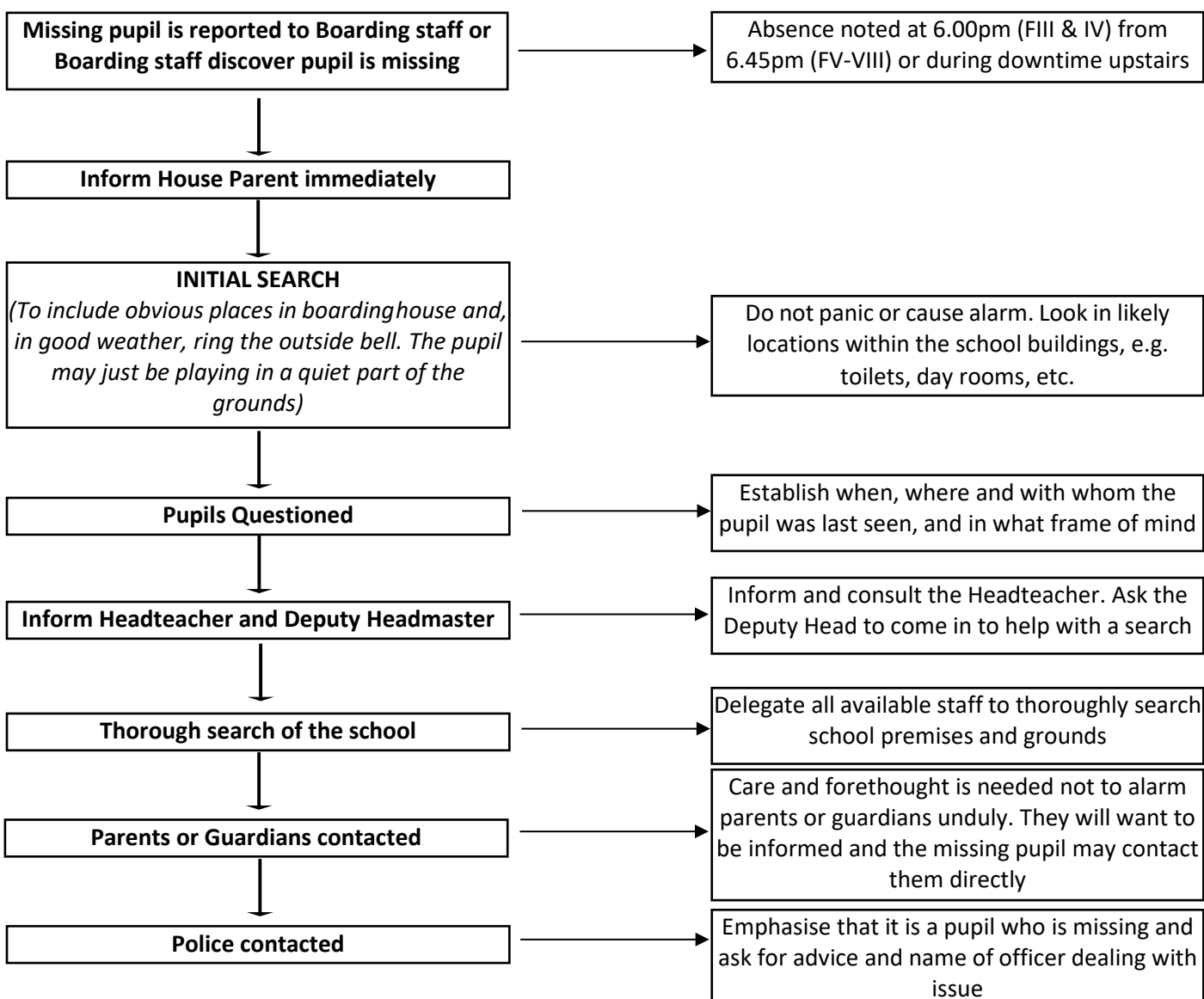
If the pupil is found, or the incident is otherwise resolved:

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- The Police and Chair of Governors 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 Headteacher will initiate a full inquiry and provide a written report for the Chair of Governors. 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 Headteacher will discuss with the child's parents the events surrounding the disappearance of the child.
- The Headteacher 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 what 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.

Procedure for Missing Pupils from Boarding



This policy applies across the whole school including Boarding and EYFS and will be reviewed and updated regularly. *Linked Policies and read in conjunction with: Equal Opportunities, Safeguarding and Boarding.*

APPENDIX 1: Dealing with children not collected from school at the end of the school day or school activity.

Beachborough school recognises that it has a statutory duty to safeguard and promote the welfare of its pupils and that this duty extends to having arrangements in place for dealing with children not collected from school at the end of the school day or school activity.

The school will endeavour to keep contact details of parents on iSAMS up to date by reminding parents of the need to notify the school of any changes to this information. The school agrees to care for a pupil who has not been collected in the schools front hall/reception area until such time as the pupil is collected by a parent/guardian, or appropriate alternative arrangements are made to ensure the pupils safety.

In line with NMS 11.2. Boarders know on which nights they boarding and who is picking them up the next day. If this changes the Houseparent's will inform them. The school will make arrangements, with parents and carers, which are clear about who is responsible for the collection and transport of boarders (including arrangements for international pupils) at the start and end of the school term and where there is any temporary absence from school.

The School DSL (Designated Safeguarding Lead) will keep a record of incidents where parents do not collect a pupil from school, are late in doing so, (for no good reason) or where this is a repeat occurrence. Any pupil welfare concerns arising out of such incident (s) will be dealt with in accordance with the school's Safeguarding Policy.

In all cases, school should discuss with the parent (s)/guardian(s) at the earliest opportunity in order to address the issues and prevent any further incident.

Procedure:

In the event of a pupil is not collected by a parent or guardian, this will be brought to the attention of the Head of the Boardman or the Head of the Manor House who will then make every effort to contact the parent or guardian or named alternative contact as per the pupils contact details on iSAMS. The Deputy Headmaster will be notified if all forms of contact are unreachable.

If the pupil has not been collected and no contact has been made with the pupils' parent(s) or guardian(s) by 7.15pm (or within 30 minutes of the arrange end of the activity or return to school), the Deputy Headmaster will consult with the Headteacher, before contacting the police and providing the following information:

Brief circumstances of the incident

- Pupils details
- Name(s)
- DoB
- Address
- Gender
- Ethnicity
- Religion
- Language spoken
- SEN/behavioural difficulties/medical needs

Parent/Guardian details

- Name (s)
- Address(s)
- Home/work/mobile telephone number(s)

Other

- Any current or previous child protection concerns
- Any previous incidents of not being collected from school

Major Incidents

If an incident occurs that results in a large number of pupils not being collected, it may be necessary to accommodate the pupils in the boarding House or another suitable space until an appropriate adult/guardian/contact is located.