

# Missing Pupils Policy

[Next update – September 2018]

# **PRIORY SCHOOL WHIPPINGHAM**

## **Missing Pupils Policy**

*This Policy should be read in conjunction with the School's **Child Protection Policy, Health and Safety in School and Health and Safety on Visits Policies**. It also acknowledges the Department for Education's June 2015 document **The Prevent Duty**, which highlights the need under the Counter-Terrorism and Security Act 2015 for relevant authorities 'to have due regard to the need to prevent people from being drawn into terrorism'.*

Priory School is committed to the provision of a safe and supportive non-discriminatory environment for its pupils to flourish academically, physically and spiritually.

A 'missing pupil' is regarded as one whose whereabouts when officially in school or on a school trip cannot be established.

The following action is to be taken in the event that a pupil is identified by a staff member (teaching or non-teaching) as missing.

### **At Registration**

Form tutors will notify the School office of any pupil who has not arrived at the start of the day. The office staff will keep a record of any official absences (i.e. those that are confirmed by either a phone call to parents/guardians or email or letter beforehand).

Where it is not possible to obtain an explanation for the absence, the Principal or in his absence a delegated authority will be informed.

Appropriate members of the pupil's peer group will be asked if they have any knowledge of the reason for the absence and a thorough search of the school buildings and grounds will be carried out.

If the parents/guardians are unable to explain the pupil's absence, and if no contact has been made with the pupil, the Principal will, in consultation with members of the Senior Management Team and with due regard for the school's duty of care for the safety and wellbeing of its pupils, notify the Police.

### **Pupils Missing During the School Day**

At the beginning of each lesson, teachers should check that all pupils are present. If none of the class can account for the absence, the School office should be notified immediately, and the Principal informed.

A thorough search of the school buildings and grounds will then be carried out, and if the pupil is not found within 15 minutes the Principal or a delegated authority will, in consultation with members of the Senior Management Team and with due regard for the

school's duty of care for the safety and wellbeing of its pupils, contact the parents / guardians and contact the Police.

**Trips / excursions away from School (including educational visits, field studies, sporting fixtures)**

Risk assessments will be carried out by the member of staff responsible prior to the commencement of the outing. The appropriate ratio of staff members to pupils will always be maintained.

A head count is to be taken prior to the start of the journey and immediately on arrival at the venue. Clear instructions are to be issued as to limits on pupils' movements while at the venue.

If a pupil's presence cannot be accounted for, the teacher in charge of the group should immediately check that all other pupils are accounted for, then send one of the assistant teachers to search the area where the pupil was last seen.

Senior officials at the venue should be alerted immediately, and a description of the missing pupil given to them for an immediate search of the venue to be carried out.

The teacher in charge will immediately contact the Principal at the School who, in consultation with members of the Senior Management Team and with due regard for the school's duty of care for the safety and wellbeing of its pupils, will contact the parents / guardians and contact the Police.

Where possible, a member of the staff will remain behind at the venue in order to continue the search.

The teacher in charge of the trip will make a full report of the incident to the Principal, detailing what procedures were in place and what efforts were made in the attempt to find the missing pupil, whether successful at the time or not.

**Authorised by the Principal, Mr E J Matyjaszek**

**October 2017**