

## Missing Pupil Procedure

The welfare of all the pupils at Abbotsholme is our paramount responsibility. Every member of staff who works at the school has been trained to appreciate that they have a responsibility to keep children safe at all times.

The Pre-Prep Department has detailed policies for: handing over care at the beginning and end of the day; arrangements for registering children; measures to prevent unsupervised access to or exit from the building; supervision of play areas, educational visits procedure; and procedures for when a child is not collected on time. All Pre-Prep staff receive an induction into the importance of effective supervision of EYFS children. These detailed procedures are available on the school web site under Pre-Prep and available from that department.

In the Prep Department there are arrangements for the beginning and end of the day, and for the supervision of playtimes. At all other times, in Pre-Prep, Prep and the Senior School the following procedures apply, in the case of a pupil not being where they are expected:

### Morning registration

- If a pupil is absent for an unknown reason, they are marked by the tutor as unauthorised absence (O).
- Reception staff will carry out checks to establish whether the pupil is actually within school, for example phoning boarding house staff or making direct contact with the teacher who should be teaching the pupil.
- If the pupil is still missing, Reception will then telephone home (for day children or boarders returning from a weekend or leave of absence) to check reason for absence, and amend the register accordingly.
- If we learn that the pupil is actually in school, procedures as below would be used to locate the missing pupil.

### During the working day

In the event that a pupil does not attend a lesson or activity at which they are expected (the teacher should use 3Sys to check any pupil absentees), then:

- **Report:** After 10 minutes, the teacher sends an e-mail to the 'Missing Pupil' e-mail address (Reception, Julie Noon, Headmaster, SMT, Health Centre, Heads of School), or a written note if an e-mail is not possible, with the title "Missing Pupil – Urgent", and the following information in the main body:
  - Pupil's name.
  - The lesson/event the pupil should be at.
  - The time (in case an e-mail delivery time is delayed).
  - If possible, the last known sighting of the pupil (it would be useful to check with other pupils to see if they know the pupil's whereabouts and when they were last seen and tries to ascertain if there have been any problems or upsets).

If the pupil subsequently arrives at class, 'Missing Pupil' should be notified, stating any reason for the pupil's initial absence.

- **Action: Reception's Basic Checks.** Reception coordinates the initial response, to try and verify whereabouts, by:
  - Double checking the register, the sign out book and late book.
  - Checking trip lists.
  - Telephoning the house parent.
  - Telephoning the Health Centre (if necessary on the emergency number) the Music Department and the Equestrian Centre.
- **Designate Search Co-ordinator:** If none of above finds the pupil, Reception confirms to the Headmaster's PA who informs, in person or by phone, one of the following, in this order:
  - SMT.
  - The Headmaster (RB).
- **Full Search:** Whoever is first contactable and free, as above, will conduct a full search:
  - Checking common rooms and bag rooms, the Library, the Music Block, Reddie Hall, the boarding houses, etc.
  - Asking another pupil to ring the missing pupil on their mobile.
  - Checking CCTV records (see Andrew Lilley).
- **Emergency Procedures:** If a pupil has not been found within 30 minutes, full emergency procedures come into effect RB/HH/Head of School (Head of Prep School) meet to agree a plan which may include:
  - Phoning friends.
  - Searching a wider area.
  - Phoning parents or guardians.
  - Informing the police.

**When the pupil has been found, or reasons for absence established, the 'Missing Pupil' e-mail, any others involved in searching and the author of the original message should be notified that the pupil is no longer missing.**

## **Afternoon registration**

- If a pupil is absent for an unknown reason, they are marked by the tutor as unauthorised absence (O).
- A pupil who has been absent ill in the morning is very likely to be absent in the afternoon. The communication from parent(s) should have made this clear. If in doubt, treat as a missing pupil.
- Reception staff will carry out checks to establish whether the pupil is actually within school, for example phoning boarding house staff, looking at sign-out book, etc.
- Reception will then telephone home to check reason for absence, and amend the register accordingly.
- If we learn that the pupil is actually in school, procedures as below would be used to locate the missing pupil.

## **Boarding Pupils**

There is a more detailed plan for boarding house staff, in the house documents. An outline of the procedure is:

- Check pupil phones, boarding houses
- Notify Head of Boarding
- Full Search
- Emergency Procedures

## **EYFS pupils**

There is a more detailed plan for EYFS pupils in the Prep/EYFS documents.

## **School Trips**

If a pupil goes missing on a school trip, the following are put into effect immediately:

- Check
- Notify: contact school-based emergency contact and/or Headmaster.
- Full Search
- Emergency Procedures: if the pupil is not found, the police and parents should be contacted. The time period at which this takes place is dependent on the age of the child and circumstances of the incident, advised by the emergency contact/Headmaster.

Procedures for remote supervision of pupils on outdoor ventures are followed by the Outdoor Education Department.

## **Recording and Review**

Where emergency procedures have been enacted, a record and report will be made of the incident. Records are maintained by the Headteacher in a 'Missing Pupil' log.

The policy is updated in the light of experience, following any incidents.

Reviewed by: Headmaster

Review date: 1<sup>st</sup> September 2019

Next Review: 30<sup>th</sup> August 2020