



CLAYESMORE

PREP SCHOOL MISSING PUPIL POLICY

Responsibility: Assistant Head (Year 7 & 8)

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INTRODUCTION

1. The school has a comprehensive electronic process of registration.
2. The safety of our pupils is our paramount concern. Every adult who works at the school appreciates that he or she has a key responsibility for helping to keep pupils safe at all times.
3. In practice, all members of staff contribute to the safety of pupils at Clayesmore by providing appropriate supervision in accordance with the directions of the Prep School Assistant Heads and Senior Leadership Team (SLT).
4. Schools are under a general duty to supervise pupils to the standard of a prudent or careful parent.
5. Any member of staff who knows a pupil is missing or sees a pupil in a place where the pupil should not be, has a duty to inform the school office who in turn will inform SLT without delay.
6. All new staff will receive induction into the importance of effective registration and supervision of pupils.
7. When a pupil cannot be accounted for, the following procedure should be used. Finding a missing pupil takes priority over all other things.

AIMS

8. This policy seeks actively to promote the wellbeing of pupils by"
 - a. Helping all pupils to develop good habits which over time will foster their physical and mental health and their emotional wellbeing
 - b. Protecting all pupils from harm and neglect

SCOPE

9. This policy is relevant to all pupils in Clayesmore Prep School.
10. All staff must also have a thorough understanding of its content and implications allowing them to support all pupils.

POLICY OBJECTIVES

11. The procedures identified in this policy are to ensure:
 - a. that if a pupil 'goes missing', they are located quickly and returned safely to the school buildings
 - b. that pupils are kept safely on the school premises during normal school and also boarding hours
 - c. that pupils who leave school during the day only do so with the appropriate permissions and knowledge of appropriate staff
 - d. that the building, grounds and play areas are safe and secure during school and boarding hours
 - e. that teachers and staff keep pupils under appropriate supervision at all times

DEFINITION OF 'MISSING'

12. A missing pupil during the normal school day and boarding hours may be defined as:
 - a. 'a pupil who has registered at either the morning or afternoon registration slot,

but fails to go to class or a known activity and whose whereabouts cannot be accounted for.'

- b. 'a boarder who has not registered for supper after school, or whose whereabouts cannot be accounted for during or after Prep.

REGISTRATION OF PUPILS: PRINCIPLES AND PROCEDURES

13. All Clayesmore staff recognise that effective registration procedures play a vital role in keeping pupils safe from potential harm.
14. Staff covering a colleague's absence must register the class in the usual manner.
15. Monday to Friday, all pupils are registered before lessons begin in the morning and again after lunch in the afternoon.
 - a. Registration of pupils in the Prep School takes place at 8.30am in tutor groups.
 - b. The electronic register is checked in the school office at 8.40am.
 - c. The parents of children whose absence has not been explained via a telephone call, letter or email will be contacted by 9am to ascertain why the child is not in school.
 - d. Children are registered again at 1.40pm by their period 7 teachers.
 - e. The office staff will check for any absences at 1.45pm and action will be taken by a member of the SLT by 2.00pm if there is no explanation for the child's absence.
16. Attendance is optional on a Saturday morning.
17. On a Saturday morning, pupils are registered at 9am and 11am by the member of staff who is leading their LEX option, to check who has arrived in school and who is present.
18. The lists are returned to the office.

COLLECTION OF PUPILS: PRINCIPLES AND PROCEDURES

19. If pupils are collected during the school day, they are signed out from the prep school office by a known adult.
20. At the end of the school day on Monday to Friday, pupils can be collected from the bus shelter at 4.20pm, or the Everett Building for Year 3 – 4, but 3.30pm on a Wednesday.
21. Pupils can also be collected at 5pm from the bus shelter, Monday to Friday except Wednesday.
22. Pupils are supervised when being collected from the bus shelter.
23. Pupils meet the duty member of staff, who has an up-to-date list of pupils who are going home at that time, in The Courtyard at 4.20pm or 5pm, before moving to the bus shelter.
24. If a pupil is not collected within 15 minutes, they are brought back to prep school reception where they are supervised until collected.
25. Outside of these collection slots and when school has finished, pupils are collected from the prep school reception, this includes after fixtures on a Wednesday and Saturday
26. Boarders are collected from prep school reception and signed out if going home for the weekend.

GENERAL 'ROUTINE CHECKS'

27. If a teacher cannot account for a pupil's absence at any time during the day they should alert the school office. If the school office is unaware of a pupil's whereabouts they will inform a member of SLT who will decide which course of action needs to be taken.
28. A number of routine checks should be made before declaring a pupil 'missing.'
29. These include:

- a. checking with the office/emails for medical appointments, TLC, Health Centre, music and drama rotas etc.
- b. checking emails from colleagues who are undertaking school trips/fixtures during school time
- c. check with the office that a pupil has not been signed out for an appointment
- d. if the pupil cannot be accounted for, then a member of SLT will decide upon the next course of action.

ACTIONS IN THE EVENT OF A PUPIL BEING DECLARED 'MISSING'

- 30. If routine checks do not result in locating the whereabouts of the pupil, a member of the SLT and/or DSL will organise a co-ordinated and thorough search of school buildings and grounds, ensuring that any area searched and found clear is reported to an established incident control room (normally the school office) to avoid unnecessary duplication of search areas.
- 31. If available, the Grounds and Estate teams will also be notified via phone/radio to assist with the search.
- 32. The school's CCTV footage can also be reviewed during the time leading up to the child going missing.
- 33. If a search does not reveal the pupil's whereabouts, parents or guardians will be contacted and alerted to the situation.
- 34. If they do not have any further information about the pupil's whereabouts, the following actions will be taken:
 - a. inform the Head of Claysmore
 - b. if the child is not found within 30 minutes a phone call will be made to the police to inform them of the situation and take advice on the next course of action

ACTIONS TO BE FOLLOWED BY STAFF ONCE THE PUPIL IS FOUND

- 35. If the pupil has been found and is injured but the injuries are not serious, first aid will be given.
- 36. If the injuries are thought to be serious the Health & Wellbeing Centre will be informed.
- 37. If a pupil who was thought 'missing' but has been found unharmed, but is clearly 'upset or 'troubled' then the following procedures will be followed:
 - a. inform parents and staff immediately
 - b. talk to, take care of and, if necessary, comfort the pupil to establish why they went 'missing'
 - c. hand over the pupil to the appropriate person for further action
 - d. if a pupil has been found 'missing' because they have failed to observe the School's rules on registration procedures then disciplinary action may be considered.
 - e. ensure that the incident is written up under the pupil records using the Wellbeing Manager in isams.
 - f. relevant staff including the DSL will review the incident and take any further action according to the perceived needs of the pupil. If this amounts to a child protection concern the appropriate child protection protocols will be observed and followed

ACTIONS TO BE FOLLOWED BY STAFF WHEN A PUPIL IS NOT

COLLECTED AT THE CORRECT TIME

38. All pupils who are collected from school at the end of the day are made aware if their parent/guardian/carer informs the school that they will be late. The pupil will remain with the duty member of staff or wait in the prep school reception and may need to be taken to supper in the Main House so that they continue to be under supervision.
39. If no communication is received about a pupil they will remain in the reception area of the Seddon Building and the school office will call the contact numbers for the parent and/or other appropriate contact numbers pertinent to the pupil.
40. If there is no response from the parents' contact number or the emergency numbers within a three hour period the police and/or social services will be contacted. The incident will be recorded and logged on the pupil's My Concern safeguarding profile.

ACTIONS TO BE FOLLOWED AFTER 6.15PM ON A NORMAL SCHOOL DAY (MONDAY-FRIDAY) AND DURING BOARDING HOURS OVER A WEEKEND

41. A number of routine checks should be made before declaring a pupil 'missing.'
42. These include:
 - a. asking pupils and follow-up suggestions, referring to, the health centre, evening activities and the school office sign-out sheet
 - b. checking with the House Parents for a change in the pupil's arrangements
 - c. if the pupil cannot be accounted for, then a member of SLT will decide upon the next course of action, including contacting CSS houseparents to assist
 - d. If the child is declared 'Missing', the same procedures will be followed as above in the sections titled Action In The Event Of A Pupil Being Declared 'Missing' and then Actions To Be Followed By Staff Once The Pupil Is Found, with the possibility of using Clayesmore Senior School boarding house staff to assist.

PUPILS MISSING ON A SCHOOL TRIP/OUTING

43. If a pupil goes missing on a school visit, in addition to taking the appropriate action, as detailed on the risk assessment following the agreed actions, the member of staff in charge of the school party should contact the Head of Clayesmore to inform them of the situation.

ACTIONS TO TAKE WHEN A PUPIL DEEMED 'MISSING' ON A TRIP/OUTING IS FOUND

44. talk to, take care of and, if necessary, comfort the pupil
45. speak to the other pupils to ensure they understand why they should not leave the premises/separate from a group on an outing
46. a member of SLT will speak to the parents to discuss events and give an account of the incident
47. the Head of Clayesmore will organise a full investigation, and where appropriate involve Social Care/ Dorset Children Safeguarding Board
48. Media queries should be referred to the Head of Clayesmore designated spokesperson
49. the investigation should involve all concerned providing written statements
50. the report should be detailed covering:
 - a. time;

- b. place;
- c. numbers of staff and pupils;
- d. when the pupil was last seen;
- e. what appeared to have happened;
- f. the purpose of the outing;
- g. the length of time that the pupil was missing;
- h. how he/she appeared to have gone missing;
- i. lessons for the future.