

King Edward VI High School for Girls Missing Pupil Policy

1 Policy statement

- 1.1 **Scope:** This policy applies to staff (including volunteers), pupils and parents of King Edward VI High School for Girls (KEHS). This policy should be read in conjunction with the Safeguarding and Child Protection Policy and the DfE guidance *Keeping children safe in education*. The procedures in this policy may be adapted as necessary. The Principal and the Vice Principals have a wide discretion in relation to the procedures in this policy.
- 1.2 **Publication:** This policy is provided to all staff. Parents may request a copy from the School or review the policy on the School website.
- 1.3 This policy can be made available in large print or other accessible format if required.
- 1.4 **Policy aims:** Through the operation of this policy we aim to:
- 1.4.1 protect the health and safety of girls at the School;
 - 1.4.2 ensure that School staff know how to respond if a girl goes missing.

2 Responsibility

- 2.1 The Governors delegate appropriate responsibilities for the day to day management of the School to the Principal. In practice, all members of staff contribute to the safety of pupils at the School by providing appropriate supervision in accordance with the directions of the Principal and Leadership Team. Schools are under a general duty to supervise pupils to the standard of a prudent or careful parent. Any member of staff who notices a pupil is missing or sees a pupil in a place where the pupil should not be has a duty to inform the relevant Form Tutor or Head of Year without delay.

3 Procedure

- 3.1 If a member of staff or volunteer notes that a pupil is missing, and knows that the girl is not out on a school organised trip or activity, the adult responsible should contact Reception immediately.
- 3.2 Reception will then:
- Check the register and list of girls known to be absent
 - Ring Matron to check whether the pupil has reported sick or has an appointment
 - If in Thirds or L4, check with Music department that the pupil is not in a music lesson
 - Ring the Library in case the pupil is there
- 3.3 If the pupil cannot be found following the above investigation, the Receptionist will notify the Head of Lower School or Vice Principal (Pastoral), or, in their absence, a senior member of staff. A search will be conducted using assistance from Reception / porters/ any staff as

available or required. The Principal will be kept informed by the Head of Lower School, Vice Principal or Senior Member of staff.

- 3.4 As part of the initial search process, the pupil's fellow classmates and friends will be asked if they have any knowledge of the missing pupil's whereabouts.
- 3.5 If the pupil is found on site or in the vicinity, School staff will make a concerted effort to persuade the pupil to return to the School. If the pupil refuses to do so, staff members at the scene will attempt to continue to monitor the pupil's whereabouts. Staff should consider contacting the parents in such circumstances.
- 3.6 If the pupil is not found after the initial search, the Head of Lower School or the Vice Principal (Pastoral) will ring Reception to register the pupil as missing together with any suggestions as to where the pupil might be, based on information gained from speaking to staff and other pupils. The Vice Principal (Pastoral) or Head of Lower School will contact the pupil's parents at this point and will inform the Principal. All decisions on contacting parents should be made by the Vice Principal (Pastoral) or, in her absence, the Head of Lower School.
- 3.7 If the initial search is unsuccessful, the Vice Principal will contact the police after consultation with the parents (where appropriate) and provide the police with the information listed in section 5, as well as any other information reasonably requested by the police.

4 Procedure for pupils missing during or following a journey

- 4.1 If a pupil is missing from a journey or has not arrived at the School following a journey, the member of staff in charge will:
- attempt to contact the pupil
 - check whether there were any delays or changes to the journey
 - check with other students and ask them if they have any knowledge of the missing pupil's whereabouts
 - contact hospitals and the Police
 - contact school so that they can contact the pupil's parents

5 Information to be provided to the Police

- 5.1 When the School contacts the Police, the following information should be provided:
- the pupil's name
 - the pupil's age
 - an up to date photograph if possible
 - the pupil's height, physical description and any physical peculiarities

- any disability, learning difficulty or special educational needs that the pupil may have
- the pupil's home address and telephone number
- a description of the clothing the pupil is thought to be wearing
- any relevant comments made by the pupil such as "I'm going to run away".

5.2 The information will then be passed to the various police stations through police channels and no further notifications from the School should be necessary.

6 **Review**

6.1 This policy shall be reviewed every two years by the Principal, and updated as necessary. In undertaking the review the Principal will take into account any incidents in the Missing Pupil Incident Book that indicate that there may be a problem with supervision, pupil support or security at the School and any issues raised by individual members of staff, parents and pupils.

7 **Missing pupil incident book**

7.1 The School must keep a full written record of any incident of a missing pupil including:

- the pupil's name
- relevant dates and times (e.g. when it was first noticed that the pupil was missing)
- the action taken to find the pupil
- whether the Police or Social Services were involved
- outcome or resolution of the incident
- any reasons given by the pupil for being missing
- any concerns or complaints about the handling of the incident
- a record of the staff involved.

7.2 A full written record of the incident will be kept on the pupil's file.

Reviewed September 2017

The Vice Principal (Pastoral) is responsible for the monitoring and review of the Missing Pupil Policy and reports to the Principal. The Policy is presented to and reviewed by the ISGB each year.