



**Blundell's**  
PREPARATORY SCHOOL

**MISSING PUPIL POLICY  
(INCLUDING EYFS)**

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## Missing Pupil Policy (including EYFS)

### Introduction

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.

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 Headmaster and Senior Leadership Team (SLT). 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 a member of SLT without delay.

All new staff will receive induction into the importance of effective registration and supervision of pupils.

### Policy Objectives

The procedures identified in this policy are to ensure:

- that if a pupil “goes missing”, he/she is located quickly and returned safely to the school buildings.
- that pupils are kept safely on the school premises during school hours.
- that pupils who leave school during the day only do so with the appropriate permissions and knowledge of appropriate staff
- that the building, grounds and play areas are safe and secure during school hours
- that teachers and staff keep pupils under appropriate supervision at all times.

### Definition of “Missing”

A missing pupil during the normal school day may be defined as: “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.”

### Registration of Pupils: Principles and procedures

- All Blundell’s staff recognise that effective registration procedures play a vital role in keeping pupils safe from potential harm.
- All pupils are registered before school begins in the morning and again after lunch in the afternoon. Registration of pupils in the Prep School takes place at 8.30am. The registers

are checked in the School office at 8.40am. 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. Children are registered again at 1.40pm, the Office staff will check for any absences at 1.45pm and action will be taken by a member of the SLT by 2pm if there is no explanation for the child's absence. In the Pre-Prep the registration of pupils takes place each morning at 8.40am. The Head of Pre-Prep is notified of any absences by 8.45am and parents of children whose absence has not been explained via a telephone call, letter or email will be contacted by 9.15am to ascertain why the child is not in school. Children are registered in the afternoon at 1.20pm and action will be taken by a member of the SLT by 1.30pm if there is no explanation for the child's absence.

- If a teacher cannot account for a pupil's absence at any time during the day they should alert a member of SLT who will decide which course of action needs to be taken.
- Staff covering a colleague's absence must register the class in the usual manner.

### **General "routine checks"**

A number of routine checks should be made before declaring a pupil "missing."

These include:

- asking pupils-with suggestions being followed up
- referring to music/speech and drama rotas
- checking with the Office/emails for medical appointments etc.
- checking emails from colleagues who are undertaking school trips/fixtures during school time
- check with the Office that a pupil has not signed out for an appointment
- if the pupil cannot be accounted for then a member of SLT will decide upon the next course of action.

### **Action in the event of a pupil being declared "missing"**

If routine checks do not result in locating the whereabouts of the pupil, a member of the SMT and /or SDL for Safeguarding 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 to avoid unnecessary duplication of search areas.

If a search does not reveal the pupil's whereabouts, parents or guardians will be contacted and alerted to the situation. If they do not have any further information about the pupil's whereabouts, the following actions will be taken:

- inform the Headmaster
- call the police and inform them of the situation and take advice on the next course of action

- ensure that the incident is written up under the pupil records and logged on their chronology
- relevant staff including the SDL 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 once the pupil is found**

If the pupil has been found and is injured but the injuries are not serious, the Senior First Aider should be informed immediately and the pupil tended to.

If the injuries are thought to be serious the emergency services should be called.

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

- inform parents and staff immediately
- talk to, take care of and, if necessary, comfort the pupil to establish why they went “missing”
- hand over the pupil to the appropriate person for further action
- 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.

### **Action to be followed by staff when a pupil is not collected on time**

ALL pupils who are collected from school at the end of the day are made aware that if their parent/guardian/carer informs them that they will be late, that they should remain with the duty member of staff.

If no communication is received about a pupil the duty member of SLT will call the contact numbers for the parent and /or other appropriate contact numbers pertinent to the pupil.

During this time the pupil will be safely looked after by a member of SLT.

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.

Ensure that the incident is recorded and logged on their chronology.

### **Pupils missing on a school trip/outing**

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 safety framework the member of staff in charge of the School party should contact the Head Master to inform him of the situation.

### **Action to take when a pupil deemed “missing” on a trip/outing is found**

- talk to, take care of and, if necessary, comfort the pupil.

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- speak to the other pupils to ensure they understand why they should not leave the premises/separate from a group on an outing.
  - a member of SLT will speak to the parents to discuss events and give an account of the incident.
  - the Head Master will organise a full investigation, and where appropriate involve Social Care/ Devon Children Safeguarding Board.
  - Media queries should be referred to the Head Master or designated spokesperson.
  - the investigation should involve all concerned providing written statements.
  - the report should be detailed covering time, place, numbers of staff and pupils, when the pupil was last seen, what appeared to have happened, the purpose of the outing, the length of time that the pupil was missing and how he/she appeared to have gone missing, lessons for the future.