



## Whole School Missing Pupil Policy and Procedures (Including EYFS and Out of Hours Provision)

Please also refer to the **'Whole School Pupil Supervision Policy'**, **'Whole School Security, Access Control and Workplace Safety Policy'**, **'Whole School Safeguarding and Child Protection Policy'**, **'Whole School Outings and Trips Policy'**, **'Whole School Outings and Trips Procedures'**, **'Whole School Crisis Management Policy and Procedures (Including the School's Emergency Plan)'** and **'Whole School Attendance Policy and Procedures'** (specifically for pupils missing education).

### Policy Statement:

The safeguarding of our pupils is of paramount importance. This policy aims to ensure that staff are able to respond in an efficient and timely manner in the event that a pupil is believed to have gone missing from the School site. It is available to all interested parties and staff upon request from the School Office are in the Compliance section of the Whole School Staff Teams area on Microsoft Teams for all staff to read. It is reviewed annually, and when events or legislation requires, by the Headmaster, Head of EYFS and the Governors. The next review date is September 2021.

### Key Personnel:

A member of the Senior Leadership Team (SLT) should be contacted in the event that any questions or concerns arise regarding this document.

### Procedures:

#### **During School Time:**

Registration is taken in Form Groups with the exception of afternoon registration in the Senior School, which is taken by the teacher in the first afternoon session. Subject staff also take a register in lessons. If a pupil does not turn up for a lesson, every effort must be made to find out his/her location. The member of staff registering and discovering the absence of a pupil must inform the main School Office immediately who will then conduct the necessary checks listed below and inform SLT.

### Main School Office Staff Should:

- Check 3Sys and any Clubs Registers on Evolve and emails into the School Office in case a message authorising absence has been left; check Sick Bay; check when absentee was last seen.
- Check changes to the timings of individual Learning Support and Music lessons if applicable;
- Friends of the pupil should be questioned to establish any knowledge of their whereabouts and reasons for his/her disappearance. The Deputy Heads (Academic and Junior School) and Heads of Key Stage/Head of Year to be consulted;
- Maintenance Team and Matron to be informed;
- Organise a search to ensure that the pupil really is missing. This should include all obvious places within School, for example, Tennis Courts, Sports Field, Creative Arts, Computing Suite, Classrooms, Music Room and practice rooms, Year 11 Common Room. These should be searched, both inside the building and around the building;
- Other areas to be searched would include the field and astro-courts in front of Moultsford House and Moultsford village;
- A member of staff should stay in the main School Office and this telephone should be the point of contact for coordination;
- After a reasonable period of time has elapsed to allow the above steps to be taken where appropriate, the Fire Bell will be rung and a roll call taken;
- A member of staff should be sent to both Cholsey and Goring stations and Moultsford bus stop;
- The Police and parents/guardians are to be informed, once it is established that the pupil has left the School without permission;
- On return, the pupil should be supported by the Deputy Head (Pastoral), Deputy Head (Junior School), Deputy Head (Academic), Head of Key Stage, Head of Year and the Form Tutor. Police, parents/guardians, Headmaster and other SLT members and Form Tutors should be told that the pupil has returned.

### **After School Time:**

Club providers are required to take a register for each session, either electronically on Evolve, or in hard copy. Parents are asked to inform the main School Office and/or the Club provider if their child will not be attending a particular session. If a child does not turn up for a Club to which they are signed up and there has been no prior notification of his/her absence:

### Main School Office Staff Should:

- Check with the 3Sys and emails into the School Office to ascertain whether the pupil is in School or if any notification of absence for the Club has been reported;
- Check the Fire File in the School Office for a list of pupils who have left School during the day due to sickness or for medical appointments;
- Check the Sick Bay and Homework Club;
- Check with the pupil's Form Tutor, particularly in EYFS and Junior School to ascertain if the pupil was collected at the end of the day and by whom;
- If the absence cannot be explained inform a member of the SLT; the parents will be rung to check. If there is no answer, a message will be left asking parents to call the School Office. Other next of kin contact numbers will also be tried. The Headmaster or member of SLT on duty will contact the Police;
- If necessary, the Headmaster or another member of SLT will be informed so that he/she can continue to ring during the evening.

In the event of a pupil going missing on an outing or trip, the procedure detailed in the **‘Whole School Outings and Trips Policy’**, **‘Whole School Outings and Trips Procedures’** and **‘Whole School Crisis Management Policy and Procedures’** should be followed.

### Missing Pupil in the Nursery:

The safety of the children in our care is our highest priority.

Every effort is made to ensure the security of children is maintained at all times. In the unlikely event of a child going missing from the Nursery, the procedures documented below are followed.

This policy has regard to the *‘Statutory Framework for the Early Years Foundation Stage’ Safeguarding and Welfare Requirement: Child Protection (3.4 ‘Providers must have and implement a policy, and procedures, to safeguard children’) and ISSR Standard 7 ‘The standard in this paragraph is met if the proprietor ensures that (a) arrangements are made to safeguard and promote the welfare of pupils at the school.’*

### EYFS Key Themes and Commitments:

This policy corresponds with the following *‘EYFS Key Themes and Commitments’*:

- A Unique Child (1.3 Keeping Safe, 1.4 Health and Well-being)
- Positive Relationships (2.2 Parents as Partners)
- Enabling Environments (3.4 The Wider Context)

### Procedures:

- As soon as it is noticed that a child is missing, the Key Person/member of staff alerts the Head of EYFS or Deputy Head of Nursery in her absence;
- The Head of EYFS will talk to staff to ascertain when and where the child was last seen and record this information;
- The Head of EYFS (or the next in charge in her absence, such as Deputy Head of Nursery) will carry out a thorough search of the building and garden;
- The register is checked to make sure that no other child has also gone astray;
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out;
- The Head of EYFS will contact the Headmaster who will then contact the Police. The School will follow the advice of the Police and will not undertake an independent investigation unless requested to do so;
- The Head of EYFS will contact the parents/carers and report the child as missing.

In the event of a child goes missing on an outing or trip, the procedure detailed in the **‘Whole School Outings and Trips Policy’**, **‘Whole School Outings and Trips Procedures’** and **‘Whole School Crisis Management Policy and Procedures’** should be followed.

## The Investigation:

- Staff are instructed to remain calm and not let the other children become anxious or worried;
- The Head of EYFS together with the Headmaster and any members of the SLT where appropriate, will speak with the parent(s);
- The Headmaster, SLT and Chair of Governors as appropriate, will carry out a full investigation taking written statements from all the staff in the room;
- The Key Person/staff member writes an incident report detailing:
  - The date and time of the report;
  - What staff/children were in the group and the name of the staff member(s) designated responsible for the missing child;
  - When the child was last seen in the group;
  - What has taken place in the group since the child went missing;
  - The time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened;
- If the incident warrants a Police investigation, all staff co-operate fully. In this case, the Police will handle all aspects of the investigation including interviewing staff. Children's social care may be involved if it seems likely that there is a child protection issue to address;
- The School's **'Performance Improvement Procedure'** and/or **'Disciplinary Procedure'** will be followed as necessary;
- In the event of a disciplinary action needing to be taken, Ofsted/ISI are informed as appropriate;
- The insurance provider is informed.

## Managing People:

- Missing child incidents are very worrying for all concerned. Part of managing the incident is to keep everyone as calm as possible;
- Staff will feel worried about the child, especially the Key Person or the designated staff member responsible for the child. They may blame themselves and their feelings of anxiety and distress will rise as the length of time the child is missing increases;
- Staff may be the understandable target of parental anger and they may be afraid. The Head of EYFS will ensure that staff under investigation are not only fairly treated but receive support while feeling vulnerable;
- The parents of the child will feel angry and fraught. They may want to blame staff and may single out one staff member over others; they may direct their anger at the Head of EYFS and the Headmaster.
- When dealing with a distraught and angry parent, there should always be two members of staff present, one of whom will be a Senior member of staff;
- No matter how understandable the parents' anger may be, aggression or threats against staff are not tolerated and the Police will be called should this situation arise;
- The other children will also be sensitive to what is going on around them. They too may become worried. The remaining staff caring for them need to be focused on their needs and must not discuss the incident in front of them. They should answer questions from children honestly but also reassure them;

- In accordance with the severity of the final outcome, staff may need counselling and support. If a child is not found, or is injured, or worse, this will be a very difficult time. The Chair of Governors and the SLT will use their discretion to decide which course of action to take;
- Staff must not discuss any missing child incident with the press without taking advice from the Headmaster.

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