

# Missing Pupil Policy

Amended: January 2016

Approved by Governors: March 2016

Review date: March 2017

Reviewing Panel: Standards, Staffing and Curriculum

**Rationale:**

The policy must:

- adhere to national, local and institutional guidelines
- outline procedures for any pupil missing during the school day

**Aims:**

- To ensure that safety and security of all pupils is paramount
- To outline procedures in order to ensure that the pupils are accounted for at all times when they are in our care

**Procedures:**

A register must be taken at the beginning of the school day and every lesson. Thereafter no pupil will leave the classroom without a teacher's pass. If a pupil is missing from a lesson and they were previously registered, Pupil Services should be contacted to check whether or not they have signed out of school for any specific reason. If they have not signed out, the appropriate HOY should be informed immediately. The HOY or a member of SLT should undertake a search of school premises, grounds and CCTV where possible.

If the pupil is not located after 20 minutes, parents / carers (or another named contact) should be contacted by Pupil Services to inform them that their child cannot be located on school premises. If parents / carers are unable to be contacted the police are then to be informed by the Child Protection lead and relevant information about the missing pupil will be given to the police who will then take over the search.

**School Visits:**

When on excursions off school premises staff will implement strategies to maximise the safety and security of the pupils in accordance with the school's 'School Visit policy'. A list of all pupils' names and contact information will be carried at all times by the visit leader.

- Register checks must be made regularly during the trip and action taken according to procedure as soon as a pupil is identified as missing.
- The visit leader will organise a search for the pupil whilst other staff members will maintain the safety and well-being of the rest of the group.
- If a pupil is not located after 20 minutes the school will be informed and parents will be contacted by Pupil Services.
- The visit leader will contact police in the area where the visit is located.
- The visit leader will remain with the police to assist and will maintain regular contact with the school.
- All other staff will return to the school with the rest of the pupils or to the appropriate hotel/hostel if the visit is residential.

**Female Genital Mutilation (FGM):**


If the missing pupil relates to FGM professionals and teachers in England and Wales have a duty to report 'known' cases of FGM in under 18s which they identify in the course of their professional work to the police. The duty applies from 31 October 2015 onwards.

**School**

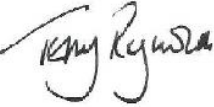
When the situation has been resolved, the Head Teacher and SLT will review the circumstances for the event happening and revise measures if necessary.

**Review**

This policy will be reviewed annually and amended as necessary.

Signed:   
Head Teacher

Dated: 7<sup>th</sup> March 2016

Signed:   
Chair of Governors

Dated: 7<sup>th</sup> March 2016

**Updated: January 2016**