

Missing Child Policy

Guiding Principles

The safety and welfare of all of our pupils at the Stephen Perse Foundation (the **Foundation**) is our highest priority. The Foundation will follow the procedures laid down by our own Local Authority (**LA**) (which is Cambridgeshire for all schools in the Foundation apart from Dame Bradbury's where Essex is the LA) together with the guidance contained in [Keeping Children Safe in Education 2020 \(KCSIE 2020\)](#).

This Missing Child Policy applies to all of the schools of the Foundation. It is applicable to all pupils including those pupils in the Early Years Foundation Stage (**EYFS**).

Pupil Supervision

Our Supervision of Pupils Policy, Expeditions Policy and Security and CCTV Policy collectively cover:

- The arrangements for children arriving at school and leaving the premises at the end of the day.
- The arrangements for supervising the children whilst they are in school.
- The arrangements for registering the children in both the morning and afternoon. We take a register of students at the beginning of the morning and afternoon sessions. Parents are responsible for notifying the school if their child is absent for any reason via phone to the relevant school office or email to studentabsence@stephenperse.com. The school will always contact the parent if the child fails to arrive at school without an explanation.
- The physical security measures which prevent unsupervised access to, or exit from, the building.
- The supervision of the playground.
- The enhanced supervisory arrangements for outings involving our youngest children are very clear and we have strict ratios to enable safe off site experiences to occur.

Please refer to the Foundation's Supervision of Pupils Policy for further information.

We review these procedures regularly (at least once a year) in order to satisfy ourselves that they are robust and effective. All new staff receive a thorough induction into the importance of effective supervision of very young children and read Part 1 and Annex A of KCSIE 2020.

Pupils going missing in school, including before and after compulsory hours in school

Our procedures are designed to ensure that a missing pupil is found and returned to effective supervision as soon as possible. If a pupil was found to be missing, we would carry out the following actions:

1. Take a register in order to ensure that all the other pupils in that class or activity are present.
2. Check with Office Staff who will check the InVentry system, where appropriate.
3. 1-11: Check the first aid room and toilets. Contact staff who might previously have taught the pupil that day.

- 11-18+: Contact staff who might previously taught or tutored the student that day, contact the Pastoral Leader, check all lists of trips out of school.
4. Boarding staff: check the boarding house (other student rooms, bathrooms and common areas).
 5. Inform the relevant Head of School, the senior member of staff on duty, and the Head of Boarding if the student boards.
 6. Ask adults and pupils in most recent or neighbouring classes, and in the boarding house where applicable, calmly if they can tell us when they last remember seeing the pupil. A 'Missing' notice will be distributed via email, with the name of the pupil, and the date and time of the first notified absence.
 7. Call the pupil's mobile if the number is available.
 8. Occupy all of the other pupils in their classroom(s) with a relevant activity supervised by a qualified member of staff.
 9. At the same time, arrange for one or more adults to search obvious areas within the school, both inside and out, carefully checking all spaces, cupboards, basements, bathrooms, stairwells, peri or speech rooms etc. where a pupil might hide.
 10. Check the doors, gates and, where relevant, CCTV for signs of entry/exit.

If the pupil is still missing, the following steps would be taken:

11. Inform the Head of the School and Head of Boarding if applicable, that the pupil is still missing; who will inform the Vice Principal and the Designated Safeguarding Lead (**DSL**) or, in their absence, any one of the Deputy Designated Safeguarding Leads (**DDSLs**) within the Foundation.
12. The Head of School/Head of Boarding, or their Deputy, will ring the pupil's parents or other named emergency contact and explain what has happened, and what steps have been set in motion. The parents would be asked to come to the school at once. In boarding, due regard to be given to a possible time zone difference and that the parents may not be able to attend the school. 11-18+: The parents can be asked for the pupil's telephone number for the school to contact the pupil directly or for confirmation that the parents will contact the pupil directly.
13. Advise all teachers who are due to teach the pupil later that day and boarding staff that they must immediately inform the office if the pupil appears.
14. The Head of the School/Head of Boarding, or their Deputy, will arrange for staff to search the rest of the school premises and grounds and for a search of local roads to be initiated, if appropriate.
15. If the pupil's home is within walking distance, a member of staff will set out on foot to attempt to catch up with him/her.
16. The DSL/Head of the School/Head of Boarding would, at their discretion, in consultation with the parents where possible (usually not later than two hours of a search commencing) arrange for the police and Children's Social Care to be informed. The Foundation will co-operate fully with any Police investigation and any safeguarding investigation by the Local Authority.

17. Inform the Principal who will decide at what point it is appropriate to inform the Chair of Governors.
18. The Foundation's insurers will be informed.
19. During the course of the investigation into the missing pupil, the Foundation will decide what information should be given to other parents, staff and other pupils and how press enquiries are to be dealt with.

For students who board, please also refer to the additional relevant section below for boarding students.

If the pupil in question is known to be at higher risk, due to individual circumstances, parents will be informed sooner. Staff will continue the search in the areas surrounding the school premises and the Head of Senior School/Pastoral Leader will inform the Vice Principal.

A full record of all activities taken up to the stage at which the pupil was found would be made for the incident report. If appropriate, procedures would be adjusted.

Pupils going missing in school hours when off site

1. An immediate register will be carried out in order to ensure that all the other pupils on the visit are present.
2. An adult will search the immediate vicinity while the other pupils remain in a secure location and in the care of the remaining supervisor(s).
3. Inform the relevant Head of School (Senior Leadership Team (SLT) contact), the Head of Boarding, where applicable, the Vice Principal and the Foundation's DSL/school's DDSL, using a mobile phone.
4. Following discussion with the SLT contact, the Foundation's DSL/school's DDSL safeguarding lead and the Group Leader would decide whether the remaining pupils should stay in the secure location or be taken back to school.
5. Ask adults and pupils calmly if they can tell us when they last remember seeing the pupil.
6. Call the pupil's mobile if the number is available.
7. Ask the Head of School/Head of Boarding to contact the pupil's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the venue or the school, as appropriate, at once. In boarding, due regard will be given to the fact that parents may not be able to attend the venue/school.
8. If possible and appropriate, contact the venue manager and arrange a search.
9. The DSL/Head of the School would at their discretion, in consultation with the parents where possible (usually not later than two hours of a search commencing) arrange for the police and Children's Social Care to be informed. The Foundation would co-operate fully with any Police investigation and any safeguarding investigation by the Local Authority.
10. Inform the Principal and the Principal will decide at what point it is appropriate to inform the Chair of Governors.
11. The Foundation's insurers will be informed.

12. During the course of the investigation into the missing pupil, the Foundation will decide what information should be given to other parents, staff and other pupils and how press enquiries are to be dealt with.

A full record of all activities taken up to the stage at which the student was found will be made for the incident report. The school will review its procedures and, if appropriate, these will be adjusted.

When the child is found

1. Talk to, take care of and, if necessary, comfort the pupil.
2. Speak to the other pupils to ensure they understand why they should not leave the premises/separate from a group on an outing.
3. The Head of School/Head of Boarding will speak to the parents to discuss events and give an account of the incident (having discussed this beforehand with the LADO if necessary).
4. The Head of School/Head of Boarding will promise a full investigation (if appropriate involving the MASH).
5. Media queries should be referred to the Marketing team in consultation with the Vice Principal (after discussion with the LADO if appropriate).
6. The investigation should involve all concerned providing written statements.
7. The report should be detailed covering: time, place, numbers of staff and children, when the pupil was last seen, what appeared to have happened, the purpose of the outing, the length of time that the child was missing and how they appeared to have gone missing, as well as any lessons learned for the future.

Related Policies

- Trips and Visits Policy and Procedures
- Induction Policy
- Safeguarding and Child Protection Policy
- Staff Code of Conduct
- Children Missing in Education Policy
- Non-collection of Child Policy
- Supervision Policy and Procedures

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