



King Edward's School – Missing pupil policy

Policy statement

Scope

This policy applies to staff (including volunteers), pupils and parents at King Edward's School.

The school will operate in line with the *Procedures of Birmingham Safeguarding Children Board* (including Right Services Right Time, and Early Help) and will give due regard to the DfE guidance documents:

- Keeping Children Safe in Education (July 2015) (KCSIE)
 - KCSIE incorporates the additional statutory guidance, Disqualification under the Childcare Act 2006 (February 2015)
 - KCSIE also refers to the non-statutory advice for practitioners: What to do if you're worried a child is being abused (March 2015)
- Working Together to Safeguard Children (March 2015) (WT).
 - WT refers to the non-statutory advice: Information sharing (March 2015)
- Prevent Duty Guidance: for England and Wales (March 2015) (Prevent). Prevent is supplemented by non-statutory advice and a briefing note:
 - The Prevent duty: Departmental advice for schools and childminders (June 2015)
 - The use of social media for on-line radicalisation (July 2015)

This policy should be read in conjunction with the King Edward's Safeguarding and Promoting the Welfare of Children policy (**ISI (Sept. 2015) para. 74**) King Edward's School Staff Code of Conduct (**ISI (Sept. 2015) para. 94**), the Visits / Trips out of School policy, the Behaviour and Discipline policy.

The Chief Master and the Deputy Heads have wide discretion in relation to the procedures in this policy.

Publication

All staff are made aware of this policy and it is referenced in the Safeguarding and Promoting the Welfare of Children policy. It is also available online on the School website. Parents may request a hard copy from the School or review the policy on the School website.

Policy aims

Through the operation of this policy we aim to:

- Protect the health and safety of pupils at the School;
- Ensure that School staff know how to respond if a pupil goes missing.

Responsibility

The Governors delegate appropriate responsibilities for the day to day management of the School to the Chief Master. 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 Chief Master and Senior Management Team. Schools are under a general duty to supervise pupils to the standard of a prudent or careful parent.

Procedure for pupil missing

If a member of staff or volunteer notes that a pupil is missing, the adult responsible should contact Reception immediately. A pupil may be identified as missing:

- After an absence at morning registration is not confirmed by Reception after contact with home
- By comparing pupils in a class with the day's absence sheet
- On reconciliation with the afternoon registration
- By a report of a missing child by a fellow pupil.

If a boy is suspected to be missing, the Receptionist will:

- Check the boy's timetable for that day
- Check all lists of trips out of School and check the signing out books at Reception
- Contact the School Medical Assistant to check whether the pupil has reported sick or has an appointment
- Contact the Form Tutor and Head of Year to check if there is an arranged absence
- Contact the music department to check the list of music lessons
- Contact the library

If the pupil cannot be found following the above investigation, the Receptionist will notify the Deputy Head (Administration), or, in his absence, the senior member of staff in School.

The Deputy Head will then take over the investigation.

The Deputy Head will conduct an initial search using assistance from porters / colleagues as available or required. The Chief Master will be kept informed by the Deputy Head.

As part of the initial search process, the pupil's peers will be asked if they have any knowledge of the missing pupil's whereabouts.

All teachers due to teach or tutor the pupil later that day will be informed that they must immediately inform Reception if the pupil appears.

If the pupil is found on site or in the vicinity, parents will be informed that their son was missing but has now been found.

If the pupil is not found after the initial search, the Deputy Head 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 Deputy Head will contact the pupil's parents at this point. All decisions on contacting parents should be made by the Deputy Head.

If the initial search is unsuccessful, the Deputy Head will contact the police after consultation with the parents (where appropriate) and provide the police with the information listed in below, as well as any other information reasonably requested by the police.

Information to be provided to the Police

When the School contacts the Police about a missing pupil, 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 "

Procedure for pupils missing following a journey to School

If a pupil is missing following a journey to School, the Deputy Head (Administration) will:

- Attempt to contact the pupil
- Check whether there were any expected delays or changes to the journey
- Check with other pupils and ask them if they have any knowledge of the missing pupil's whereabouts
- Contact parents and proceed as for a missing pupil

Missing pupil incident record

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.

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

Monitoring

The School is aware that a pupil failing to attend School regularly or being absent without the School's permission for a continuous period of 10 days or more is a potential indicator of abuse or neglect.

Pupils who have been recorded as missing from School are monitored closely and if there is a concern that they are at risk of 'going missing from education' the DSL will be consulted (see King Edward's Safeguarding and Promoting the Welfare of Children policy). **(ISI (Sept. 2015) para. 82)**. Detailed

procedures for concerns in this area can be found in the *Procedures of Birmingham Safeguarding Children Board*.

Review

This policy shall be reviewed every two years by the Chief Master, and updated as necessary. In undertaking the review the Chief Master will take into account any incidents of Missing Pupils on file 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.