



King Edward's School – Missing Pupil Policy

Committee	Independent Schools' Governing Body
Policy Type	School
Policy Owner	Deputy Head Pastoral
Statutory	No
Published on website	No
Last review date	September 2023
Next review date	September 2025
Review Cycle	Biennial
Expiry date	October 2025
Version	1.2 – amended to incorporate section 2.5 and updated staff

The school will operate in line with the [Regional Child Protection procedures for West Midlands](#) (including [Right Help Right Time \(RHRT\)](#), and [Early Help](#)) (or other LSCPs as appropriate) and will give due regard to the DfE guidance documents:

- Keeping Children Safe in Education (KCSIE). 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 (December 2023) (WT). WT refers to the non-statutory advice
 - Information sharing (July 2018)
- Prevent Duty Guidance: for England and Wales (March 2024) (Prevent). Prevent is supplemented by non-statutory advice and a briefing note:

This policy should be read in conjunction with the King Edward's School

- Safeguarding and Child Protection Policy and Procedures
- Staff Code of Conduct
- Visits / Trips out of School policy
- Behaviour and Discipline policy
- Anti-bullying policy
- Online safety policy
- Whistle Blowing policy.

These policies are available on the School website or by request.

1 Policy statement

1.1 Scope

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

This policy should be read in conjunction with the policies named above.

The Chief Master and Senior Leadership Team (SLT) have wide discretion in relation to the procedures in this policy.

1.2 Publication

All staff are made aware of this policy and it is referenced in the **Safeguarding and Child Protection Policy and Procedures**. Parents may request a hard copy from the School or review the policy on the School website.

1.3 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 during the day or does not arrive in school as expected

Children absent from education or 'children missing in education' (i.e. children with more than 5 consecutive days unauthorised absence from School) are a distinct safeguarding issue: see **Safeguarding and Child Protection Policy and Procedures**.

1.4 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 SLT and through the regular and timely submission of registers. Schools are under a general duty to supervise pupils to the standard of a prudent or careful parent.

2 Procedure – in the case of a missing pupil

2.1 Identification of a missing pupil

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 absences
- On reconciliation with a later registration period or afternoon registration
- By a report of a missing child by a fellow pupil

At this point staff should follow the procedures as laid out in **2.2 – 2.5 and the Emergency Procedures (2.6)**

2.2 Stage One checks

If a pupil is suspected to be missing, a member of SLT or a senior member of staff will carry out Stage One checks:

- Check the boy's timetable for that day and identify the last member of staff to see him
- Check all lists of trips out of School and check the list of pupils signing out at Reception
- Contact the School First Aider to check whether the pupil has reported sick or has an appointment
- Contact the Form Tutor and Head of Year / School to check if there is an arranged absence
- Check the list of music lessons by contacting the music receptionist
- Contact the library
- Contact the Study Centre
- Check counsellor and mental health nurse appointments with DK or KT
- Notify the Estates team (see 2.6) that Stage One checks are underway.

Stage One checks should be completed **within 30 minutes** of concern being raised that the pupil could be missing.

2.3 Stage Two checks

If the pupil cannot be found following Stage One checks, the SLT will be notified (if not already involved) and will take over the investigation.

SLT will conduct a Stage Two search with assistance from porters / colleagues as available or required. See 2.6. The Chief Master will be kept informed.

As part of Stage Two checks, the pupil's peers will be asked if they have any knowledge of the missing pupil's whereabouts. The School will also be physically searched – including toilets and empty classrooms.

All staff will be informed that they must immediately inform Reception if the pupil appears.

Stage Two should be completed **within one hour** of the pupil being reported missing.

2.4 Stage Three actions

If after Stage Two checks:

- the pupil is found on site: parents/carers will be informed that their son was missing but has now been found.
- the pupil has not been found: SLT will notify Reception that the pupil is missing. SLT – if appropriate - will contact the pupil's parents.

If Stage Two has been unsuccessful, the SLT will contact the police after consultation with the parents (where appropriate) and provide the police with information as requested.


2.5 Procedure for pupils missing following a journey to School

If a pupil is missing following a journey to School, a member of SLT 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

Emergency Procedures

Missing Pupil or Trespasser on site

Nominee:	Deputy Head (Pastoral)
Deputy Nominee:	Assistant DSL or other member of SLT
<p>Actions required:</p> <p>SLT – Stage 1</p> <ol style="list-style-type: none"> 1. Complete all stage one checks as per policy: 2. Check the boy's timetable for that day and identify the last member of staff to see him 3. Check all lists of trips out of School and check the list of pupils signing out at Reception 4. Contact the School First Aider to check whether the pupil has reported sick or has an appointment 5. Contact the Form Tutor and Head of Year / School to check if there is an arranged absence 6. Check the list of music lessons by contacting the music receptionist 7. Contact the library 8. Contact the Study Centre 9. Check counsellor and mental health nurse appointments with DK and KT 10. Confirm with estate management that we have potential pupil(s) missing / trespasser on site Ade - 07903 623448 Jess – 07496 362748 11. Send email to all staff details of missing pupil(s) including full name and picture. OR Send email to all staff detailing trespasser and their last known location 	<p>SLT & Estates – Stage 2</p> <ol style="list-style-type: none"> 1. Ade or Jess to take Deputy Head (Pastoral) a two-way radio and below map 2. Ade or Jess to instruct Shauna to check Salto for door access details and report back to Ade or Jess 3. Ade or Jess to request all estates staff (including KEHS estates staff) to meet at KES porters Lodge 4. Distribute hard copy of pupil information (full name, photo, SIMS information) to the team 5. Agree area checks as per below map and agree cover if estates staff not present 6. Complete area checks, including toilets and empty classrooms 7. Each Estates staff member to check in with Deputy Head (Pastoral) via two-way radio to confirm area clear and or if pupil found. 8. At the end of area being searched return to KES porter's office for a debrief from Ade or Jess 9. SMT to refer back to <ul style="list-style-type: none"> • Yellow – Jess • Purple – David • Green – Matt • Blue – Paul • Red – Ade • Brown – Nigel/Pete

3 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 CPOMS file.

4 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 5 days or more is a potential indicator of abuse or neglect or other safeguarding concerns.

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' CME the DSL will be consulted. The DSL will follow the procedures outlined in the School's **Safeguarding and Child Protection Policy and Procedures**, the DfE statutory guidance '[Children Missing in Education](#)'. Detailed procedures for concerns in this area can be found in the [Regional Child Protection procedures for West Midlands](#).

5 Review

This policy shall be reviewed every two years by the Deputy Head (Pastoral), and updated as necessary. In undertaking the review the Deputy Head (Pastoral), 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.