



Framlingham College Prep School MISSING PUPIL POLICY

This policy includes both the procedure to follow when a pupil goes missing:

- During the school day
- During boarding time
- From education.

Procedure to follow when a child goes missing during the school day.

All children in Reception to Year 8 are formally registered electronically in their tutor groups by 8.30am each morning and the School Office creates a list of any children not present in school using the information from iSAMs. The Office will then ascertain the whereabouts of the child by making contact with parents as necessary.

Nursery parents sign their child in and out for each session attended. If a nursery child does not arrive for a session after 30 minutes, staff will check with the School Office that no message has been received regarding absence. If a message has been received this will be written on the Sign in sheet as a record. If no message has been received the staff will email parents/carers and ascertain the reason for absence, which once received will also be recorded on the Sign in sheet.

Afternoon registration takes place at 1.45pm in Tutor groups on Mondays, Tuesdays, Thursdays and Fridays. On Wednesdays and Saturdays (years 7 & 8) it takes place in Games Sections at the same time. The Office is again notified of any pupils not present by checking the iSAMs registration data.

If children are in Sick Bay or up with Matron for a period of more than 10minutes, Matron on duty should notify the Office and if another child has accompanied the ill child they should be sent back to the class with a message for the member of staff.

At the start of each lesson the member of staff should take a mental register to see whether any pupils are missing from the teaching group. If a pupil is missing the member of staff needs to ascertain his/her whereabouts in the following way:

- Ask pupils in the class if he/she is absent.
- Ask pupils in the class if he/she is at a music, Learning Support or tennis lesson.
- Ask pupils in the class if he/she is at Matron's.
- Ask pupils in the class if they have any intelligence that would be useful i.e. an upset or problem.
- If uncertain a child should be sent to check in the Music Practice rooms and the school office.

If the whereabouts of the child is still unknown the member of staff should immediately contact either the Headmaster or a member of the SLT. A decision will then be made as to whether to initiate a preliminary search (i.e. toilets / changing rooms / dormitories) or to go straight to the procedures below.

If a child is missing, it is important to keep calm.

At this point the procedures for Pre-prep, Nursery and Years 3 – 8 will differ slightly due to the difference in age groups.

YEARS 3 – 8

- The fire alarm will be sounded and all children and staff will assemble on the grass behind the lower terrace at the back of the school as normal.
- If the child does not appear a group of staff will be assigned to carry out a thorough and systematic search of the school buildings and grounds. The children assembled would be asked for any useful intelligence that they may have.
- If the child still cannot be located, then staff will be assigned to use cars to check the neighbouring area and parents should be notified of the situation and apprised of the action taken so far. Those searching in cars should keep in contact with the school by mobile phone.
- If the child is still missing after the initial search of the surrounding area, then the police will be notified.

PRE-PREP

If a child goes missing in Pre-Prep the procedure needs to be somewhat different to the whole school approach because of the location of the department and the age of the children.

- The member of staff who first discovers a child is missing, having informed colleagues, needs to immediately carry out a thorough search of the toilet areas, the classrooms, all sheds including the Wendy House and any areas behind which it may be possible to hide.
- If this fails, then children need to be gathered in one place, (Year 1 classrooms) and the Office and the Headmaster or a member of SLT must be informed.
- While one member of staff supervises all the children, the remaining Pre-prep staff members, together with other available staff need to carry out a thorough and systematic search of the school grounds and buildings. Mobile phones to be carried to enable contact to be kept.
- If the child still cannot be located, then staff will be assigned to use cars to check the neighbouring area and parents should be notified of the situation and apprised of the action taken so far. Those searching in cars should keep in contact with the school by mobile phone.
- If the child is still missing after the initial search of the surrounding area, then the police will be notified.

NURSERY & RECEPTION (EYFS)

- The greatest possible care is taken at all times by the EYFS staff to keep children in their care safe at all times.
- Should a child go missing from the EYFS Garden, all the children will be taken inside and remain with a member of staff whilst the other staff initiate a search of the garden and playhouses..
- The EYFS staff will alert the school office and the Head of Pre-prep if the child is not found. They will then start to search the grounds with the help of available staff members.
- If the child is not found within 15 minutes the Head will be informed and they will initiate the school's procedures for such instances.
- Similar procedures will be followed if a child goes missing during a walk in the school or the grounds. The children will be gathered in one place with a member of staff whilst other staff search the immediate area in the first instance.
- When taking the children on a trip outside school a detailed risk assessment will be carried out by the teacher leading the trip and the adult/child ratio will be increased to minimise the risk of children going missing or being injured.

- Whilst on an organised trip, children will wear a wristband with contact details on it so that an adult finding a lost child can contact the staff in charge.
- Should a child go missing staff and children will gather at an appointed meeting point and remain together whilst the person in charge of the trip instigates a search. This will involve informing staff at the venue of the missing child for them to instigate the procedures relevant to them. The person in charge of the trip will inform the Head of the situation should the child not be found within 20 minutes. The Head will then instigate the school's procedures.

CHILDREN WHO GO MISSING FROM SCHOOL DURING BOARDING TIME

When boarding staff wake up pupils at the start of the day any absentees would be noted and a register is taken during breakfast.

Boarding pupils are registered by the members of staff on duty during prep (5pm) and during tea (6pm).

At the year group bedtimes supervising staff would note any absentees. A fire register is completed each evening.

When absentees were noted staff would make the required enquires as to the whereabouts of the missing pupil as set out below.

If a pupil goes missing from school either before or after the official school day (8.25am – 5pm), overnight or on any occasion when returning to school, the Head of Boarding or another responsible adult must make every effort to:

- i) make contact with the pupil,
- ii) discover his/her exact whereabouts, by following similar procedures to those used when a child goes missing during the school day i.e. gather boarders together in Dining Room by using short sharp bursts of the school bell. A roll call should be taken and enquiries made as to the whereabouts of the missing boarder.
- iii) discover his/her reason for absence,
- iv) discover his/her intentions.

If contact is made with the pupil, every assistance should be offered to ensure that the pupil is safe and able to return to school by the quickest and safest means. Actions will depend upon the reason for absence and the response of the pupil. At best a pupil may be absent because of a missed transport connection or delay whilst travelling. Offer advice to the pupil as to the safest course of action to follow and provide financial assistance if this is necessary to enable the pupil to complete a journey.

If the reasons for absence are personal and/or emotional in nature, try to ascertain as much detail as possible about the pupil's whereabouts and offer what support and reassurance that you can. Try to maintain regular contact with the pupil and seek assistance if necessary to make contact with pupil's parents and/or the police.

If the pupil cannot be contacted within a reasonable amount of time after awareness of his/her absence (dependent upon the Head of Boarding's knowledge of the pupil, the age and maturity of the pupil, the attitude and circumstances of the pupil) and after a maximum period of one hour, the school should make contact with the pupil's parents and inform them of their child's absence and advise them that the police are to be notified. If the pupil's parents cannot be contacted, the police should still be informed and every effort should be made to make contact with other adults as supplied on the pupil's contact information records.

The Head of Boarding or responsible adult in charge should also:

- i) contact the Headmaster or any member of the Senior Management Team at the earliest opportunity. They should consider, with the help of the school's DSL, the degree of vulnerability of the pupil. If there is reason to suspect that the pupil may be at risk then the DSL should contact the Local Area Designated Officer (LADO) and they can be contacted on 0300 123 2044. And referrals can be made to Customer First on customer.first@suffolk.gov.uk or on 0808 800 4005 (24hrs).

ii) keep a written record of any pupil who goes missing from school also recording the times of all subsequent actions taken, iii) remain available for contact throughout the procedures that may follow from such an incident.

CHILDREN MISSING FROM EDUCATION

The school enters pupils on the admission register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. If a pupil fails to attend on the agreed or notified date, the school will undertake reasonable enquiries to establish the child's whereabouts and consider notifying the local authority at the earliest opportunity.

The school monitors pupils' attendance through the daily attendance register and addresses poor or irregular attendance.

The school has a safeguarding duty in respect of its pupils, and as part of this investigates any unexplained absences. The school has in place appropriate safeguarding policies, procedures and responses for children who go missing in education. All staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, Female Genital Mutilation and forced marriage.

When a pupil has been removed from the admission register a 'Removal from roll form' is completed by the school office stating where they are now being educated. The school always contacts the new school to check that the pupil has started there. If the school has not been informed of the new school or the pupil has not been added to their admission register, then a missing in education form is completed. Both of these forms are returned to the local authority. See link below.

<https://www.suffolk.gov.uk/children-families-and-learning/schools/pupil-attendance-and-welfare/children-missing-from-education/>

PROCEDURES FOR REVIEWING ANY INCIDENT OF A MISSING CHILD

In the event of a child going missing there will always be a review of:

- the events leading up to the child going missing
- how the search was carried out and whether the correct procedures were followed
- immediate actions that need to be taken to make site secure etc. and to prevent a similar incident occurring again
- lessons to be learnt from the incident
- reviewing of procedures and implementing of preventative measures as required

This review would be conducted by the Headmaster and SLT.