

## MISSING PUPIL

### 1. Policy Statement

*Bournemouth Collegiate School (BCS) is committed to ensuring that the whereabouts of all pupils are known at all times. On occasions when a member of staff identifies pupils as missing from their expected location without authorisation or explanation, immediate action is required. Communications with parents and the appropriate services (particularly the police) are an integral part of the procedure.*

*BCS is fully committed to ensuring that the application of this Missing Pupil policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.*

*This policy is applicable to all pupils in both senior and prep schools, including those in boarding and EYFS and BCS seeks to implement this policy through adherence to the procedures set out in the rest of this document.*

*In line with our Provision of Information policy, this document is available to all interested parties on our website and on request from the Senior school and Prep school offices and should be read in conjunction with the following documents: Attendance, Child Protection (Safeguarding), Educational Visits and Activities Off Site*

*This document is reviewed annually by SLT or as events or legislation change requires. The next scheduled date for review is November 2012.*

### 2. Key Personnel

Missing Pupils in the Senior school is led by the Assistant Principal (Pastoral), Alison Davies or the Head of Boarding, David and Mary Anne Revill.

Missing Pupils in the Prep school is led by the Head, Kay Smith.

### Responsibilities

- It is the Principal's/Head of Prep's responsibility to ensure that all relevant staff are aware of this policy, to ensure relevant staff area aware of their responsibilities, what is expected and the procedures to follow and to ensure that the policy is reviewed on a timely basis. It is the responsibility of all staff to read the policy and act at all times according to its guidance.

- It is the responsibility of parents to ensure they provide correct and updated contact information on a termly basis and know the procedures for handover of the child at the beginning and end of sessions
- It is the responsibility of LGB to ensure that they are aware of the school's procedures and to challenge/support the school in its review of this policy

### **3. Procedures**

#### **Procedure for Missing Day Pupils**

A pupil may be identified as missing:

- After an absence at morning registration is not confirmed by the parent or following office staff's call home
- By comparing pupils in a class with the day's Attendance register (Senior School) or absence sheet (Prep School)
- On reconciliation with the afternoon registration
- By a report of a missing pupil by a fellow pupil

Any member of staff discovering a discrepancy must immediately notify the School Office who will:

- Contact the tutor/teacher to assess whether the absence is expected
- Contact the Prep School Office or the Senior School Nurse to check for any known medical emergency
- Contact the class teacher of any timetabled class at which the missing pupil should be present (or should have been present earlier in the day: staff who might previously have taught or tutored the pupil that day)
- Check all lists of trips out of School, posted on the staff notice board in the senior school or in the Prep School Office
- Check the signing out books at Reception

If the pupil is still found to be missing, the School Office will immediately:

- Open a written record of the incident which will log all specific actions taken
- Contact the parents/guardians and ask for further information (this would normally be within 10 minutes of the report of a missing pupil)

If the pupil is still found to be missing, the School Office will:

- Inform the Vice Principal/Head of Prep School, Business Manager and SLT members, who will initiate and oversee a search of the site

- Inform Grounds staff and ask them to assist in the search
- Post a 'missing' notice on the staff room notice board and a message sent by email to all staff with the name of the pupil, date and time of first noted absence
- Advise all teachers due to teach or tutor the pupil later that day that they must immediately inform the office if the pupil appears

If the site search fails:

- The Principal and parents will be informed, and a search of local roads will be made on foot, or by car, by available staff and parents as appropriate
- On completion of this and any subsequent searches made over the day parents will continue to be informed of progress
- At his discretion, the Principal will arrange for the police to be informed
- If considered appropriate, a school fire alarm practice will be used as a useful tool in locating missing pupils

If the pupil is found, or the incident is otherwise resolved:

- The Principal, Parents, Vice Principal, Head of Prep School will be directly informed by the School Office
- The Police will be informed if they have been involved
- A notice cancelling the emergency situation will be posted on the Staff Room Notice Board and an email sent to all relevant staff
- The written log kept by the School Office will be signed off
- The Vice Principal/ Head of Prep School will initiate a full inquiry, and provide a written report to the Principal. This report and the incident log will be kept on the pupil's file
- An outline report on missing pupil incidents will be made to the Local Governing Body at each of its meetings

### **Procedure for Missing Boarders**

During the school day, the procedure is the same as that for a missing day pupil, but includes:

- Contacting the Head of Boarding

A Boarder may be identified as missing if their whereabouts cannot be confirmed visually, from information provided by the pupil or other trustworthy pupils with regard to their movements, the sign-in book or telephonic contact with them or their parent/guardian.

Staff discovering a discrepancy must:

- Notify the Head of Boarding and the duty boarding staff members

- Notify the School Nurse
- Notify the main School Office (during the school day - and pass over coordination to them)
- Attempt to ascertain whereabouts from friends
- Attempt to contact the pupil on his/her mobile phone
- Arrange a check of the School grounds
- Contact staff who might previously have taught the pupil that day (if a weekday)
- Check the list of trips and activities out of School

If a pupil is still missing, the duty member of staff should:

- Inform the Head of Boarding and the Principal, or on his absence the Vice Principal
- Notify the Assistant Principal (Pastoral) and check for any known circumstances that might have led to the pupil being missing
- Inform Grounds staff if during the day
- Open a written record of the incident in the Boarding Office and log all specific actions taken
- Contact their parents/guardians (with due regard for time zones)
- Contact back-up duty staff and request assistance as appropriate
- Initiate a search of local roads, shops, potential haunts etc. on foot or by car where appropriate
- Post a 'Missing' notice on the Common Room Notice Board, Boarding Notice Board and via e-mail with the name of the pupil, date and time of first noted absence
- At his discretion, the Principal will arrange for the police to be informed
- If considered appropriate, a school fire alarm practice would be a useful tool in locating missing pupils
- Advise all teachers due to teach the pupil later that day that they must immediately inform the Boarding and School Offices if the pupil appears

On completion of this and any subsequent searches made, the Principal and parents/guardians will continue to be informed of progress.

If the pupil is found, or the incident is otherwise resolved:

- The Principal, Parents/guardians, Vice Principal and Assistant Principal (Pastoral) will be directly informed by the Boarding Office (or the main School Office during the school day)
- The Police will be informed if they have been involved
- A notice cancelling the emergency situation will be posted on the Staff Room Notice Board and message sent to all staff by email
- The written log kept by the School Office will be signed off
- The Vice Principal or Head of Boarding will initiate a full inquiry and provide a written report to the Principal. This report and the incident log will be kept on the pupil's file
- An outline report on missing pupil incidents will be made to the Local Governing Body at each of its meetings

## Procedure for a Missing Pupil from Early Years

- The teacher in charge will calmly inform a member of the Office Staff
- The remaining pupils will be gathered together into one group, for an activity and with a designated member of staff. The pupils will be sensitively asked by the class teacher whether they have seen the pupil who is missing, as will all adults who were with the pupil, so that it can be established who was last to see the missing pupil, when and where
- The teacher in charge of the class will then instigate a thorough search of all the rooms in the immediate vicinity and the outside perimeter of the Prep School by all available staff
- A register will be taken of the remaining pupils in the class and sent immediately to the office
- Doors and gates will be checked to see if there has been a breach of security whereby a pupil could wander out
- Ground staff are notified at this stage, if they are on site, if the pupil has not been located
- The Head will be informed
- A written record of the incident will be opened which will log all specific actions taken
- A notice will be pinned on the staff notice board and an email will be sent to all teachers notifying them of the situation
- If the child is not found within 10 minutes from the initial report then it is recommended that the parents are informed. If a pupil normally walks to school it will be recommended that parents walk that usual route taken to school
- The Head of Prep School will arrange for the Police to be informed
- On completion of this and any subsequent searches made, the Principal and parents/guardians will continue to be informed of progress

If the pupil is found, or the incident is otherwise resolved:

- The Principal, Parents/Guardians, will be directly informed by the School
- The Police will be informed if they have been involved
- A notice cancelling the emergency situation will be posted on the Staff Room Notice Board and message sent to all staff by email
- The written log kept by the School Office will be signed off
- The Head of Prep School will initiate a full inquiry, and provide a written report to the Principal. This report and the incident log will be kept on the pupil's file
- An outline report on missing pupil incidents will be made to the Local Governing Body at each of its meetings

## **Missing Pupils on Outings procedures**

We attempt to minimise the opportunity of missing pupils by ensuring the pupils are adequately supervised with the correct adult: pupil ratio.

The procedures are:

- If coach travel is part of the outing, the children will be counted onto the coach and double-checked prior to leaving by taking the register. This safety procedure is explained to the children and they should be made aware of the importance of answering loudly and quickly if the register is taken at any time during the outing
- If a child is lost at the outing's venue, the supervisor of the group should alert the nearest adult but stay in the area where the child was last with them
- The teacher leading the outing will find out when the child was last seen, and what clothes he/she was wearing. All other group leaders will be informed and will be asked to look for the child as they proceed with the outing with their group
- The teacher in charge will telephone the school office and /or the emergency contact person and then alert officials at the venue that there is a missing pupil
- The police will be telephoned to report the situation and staff will follow their advice
- The Head of Prep or the Emergency contact person will telephone the pupils parents and advise them of the situation
- Where possible, at the end of the outing a member of staff will remain at the venue to assist in the search, and if successful to bring the child back to school
- The Head of Prep School will initiate a full inquiry, and provide a written report to the Principal. This report and the incident log will be kept on the pupil's file