



## Durham School

### Missing Pupil Policy

#### 1. Policy Aim

- 1.1 To ensure the quickest and safest completion of locating any pupil missing or suspected of being missing.
- 1.2 The School commits in this policy to observing the principles of the Equality Act 2010 and does not discriminate on any grounds.

#### 2. Policy Statement

- 2.1 The welfare of all of the pupils at Durham School is of paramount importance. Every adult who works at the school is aware that they have a responsibility for helping to keep all our pupils safe at all times.

#### 3 Relationship to Guidelines, Procedures, other Policies and Legal Requirements

Every possible action will be taken where concern is caused over the fact that a pupil may be missing. This policy should be read in conjunction with the Safeguarding Policy, Behaviour Policy and Educational Visits Policy.

#### 4 Registration

- 4.1 At Durham School, all pupils are registered at the following times:

Time	Who	Staff Responsible	Format
07.45	Boarders	Housemaster	House Roll Call
08.30	All pupils	Teaching Staff	Roll Call
08.45	All pupils	Teaching Staff	p. 1 Registration
14.20	All pupils	Teaching Staff	p. 6 Registration
18.40	Boarders	Housemaster	House Roll Call
20.30	Boarders	Housemaster	Roll Call
21.30-22.45	Boarders	Housemaster	Roll Call at Lights Out

A list of absentees is recorded on SIMS and is checked and updated throughout the day.

#### 5. Contact Details

- 5.1 Contact details of parents are recorded in SIMS.
- 5.2 At the start of each term, Housemasters/mistresses should record the current mobile phone numbers of all boarders and make these available to all duty staff.

#### 6. Procedure

A pupil may go missing in several scenarios, including:

- Failure to attend a roll-call/registration;
- Failure to attend a lesson or other commitment and not be in the San;
- Failure to report back in to the Duty Staff after leave-out;
- Missing from their room at night;
- Reporting by other pupils that 'X' has disappeared from the site or an off-site excursion.

In the last point, it may well be appropriate to contact the police immediately if you consider the pupil to be at risk or if the other pupils are alarmed about the circumstances. For example, a young pupil will be more of a concern than a Sixth Former.

### **6.1 Missing Pupils During the School Day**

A pupil who has been registered as present at School but who is absent from a lesson is deemed to be a missing pupil. Once it has been ascertained that a pupil is missing, the following procedures should be followed:

- Staff should let the Housemaster/Deputy Head (Pastoral) know as soon as possible that there is a missing pupil. The Housemaster/Deputy Head (Pastoral) will then co-ordinate the search.
- The Housemaster/Deputy Head (Pastoral) will then contact teachers and pupils who have taught or been with the missing pupil prior to their disappearance to determine at what point in the day the pupil was last seen.
- If this initial search fails to locate the pupil, the Housemaster will inform the Deputy Head (Pastoral) to arrange for a larger team of adults to search the immediate area.
- If the pupil is not found within 30 minutes, the Headmaster will be informed and a fire drill will be considered to ensure that the pupil is not on site.
- If the pupil is still not located, the Housemaster/Deputy Head will contact the pupil's parents to explain what has happened and the procedure that has been followed. Following this, the Deputy Head (Pastoral) may contact the Police at which point Police procedure will be followed.
- If the pupil's home is within walking distance, the Deputy Head (Pastoral) will consider sending a member of staff to walk the route.
- The Deputy Head (Pastoral) will inform the Local Children Safeguarding Board and will cooperate fully with any safeguarding investigation by Social Care.
- If stage (e) has been reached, when the pupil has been located this will be communicated to teaching and support staff by email or telephone.
- If stage (e) is reached then the Chairman of Governors will be informed.
- Other groups that may need to be informed depending on the outcome of searches are Ofsted and the School Insurers.
- If the pupil is located but has been injured, a report will be made, under RIDDOR, to the HSE.

### **6.2 Reporting Unexplained Absence of Boarders Out of the School Day**

- If a pupil is absent from Roll Call or Prep for any unexplained reason, the member of staff on Duty will contact the Housemaster. The Housemaster will then search for the missing pupil while the duty tutor will continue to supervise the boarders. If the housemaster cannot find the pupil, he/she will be deemed a missing pupil.
- If a pupil fails to check in at the appropriate time and, after a certain 'period of grace' (no more than 30 minutes) can still not be located, that pupil will be deemed a missing pupil.
- If a pupil is found not to be in their room after lights out and cannot be located in the House, he is deemed to be a missing pupil.
- If a pupil is not able to be located during a fire alarm and cannot be located in the House (and the alarm is found to be false), then the pupil will be deemed to be a missing pupil.

### **6.3 Missing Boarders Out of the School Day**

Once a pupil is deemed to be missing, the following procedures will be followed:

- a. Check the sign-out book to see if the pupil has identified a destination.
- b. Check whether clothes/belongings have been taken.
- c. The Housemaster will then speak to pupils and friends of the missing pupil who may have been with the pupil prior to their disappearance to determine at what point the pupil was last seen. Emphasise that it is too serious to withhold information and that the matter is a pastoral, not a disciplinary, issue.
- d. Attempt to contact the pupil by mobile phone; friends may have a different contact number if not in House records or if recently changed. If a reply is obtained, remain calm and sympathetic, never angry.

**If the pupil cannot be found.**

- e. Phone any friends' houses to which it is suspected he/she may have gone.
- f. Possibly search grounds or drive to a likely venue where it is possible he/she may be; do not, however, waste much time with this unless you are convinced it may result in the finding of the pupil. If any search is undertaken, other staff, or responsible sixth form pupils may be used to help. One member of staff should act as a liaison point in the House at the end of a telephone number known to the other helpers. This member of staff should hold the pupil's file, (with home telephone numbers, &c.), and the mobile telephone numbers of all people searching.
- g. Contact the parents to explain the situation and to determine whether they are aware of anything untoward.
- h. The Headmaster, or in his absence, the Deputy Head, must be informed at this stage. If the pupil turns up during the early enquiries, the Headmaster may be informed the next day.
- i. If routine checks amount to nothing, police should be contacted. If the pupil is considered to be vulnerable, for example is of a young age, this should be done sooner rather than later.
- j. The duty member of SMT will inform the Local Children Safeguarding Board and will cooperate fully with any safeguarding investigation by Social Care.
- k. If stage (d) has been reached, the Chairman of Governors will be informed.
- l. If stage (d) has been reached, the staff body will be informed as early as possible the next working day if appropriate.
- m. Other groups that may need to be informed depending on the outcome of searches are Ofsted and the School Insurers.
- n. If the pupil is located but has been injured, a report will be made, under RIDDOR, to the HSE.

**6.4 Procedure to be Followed if a Pupil Goes Missing on a Trip or Visit**

If a pupil is found to be missing during a school trip or visit, the following procedure should be followed:

- a. An immediate head count should be carried out in order to ensure that all other pupils are present.
- b. Confirm with the members of the group when and where the missing was last seen.
- c. Attempt to contact the pupil by telephone.
- d. A member of staff will search the immediate vicinity.
- e. The Deputy Head (Pastoral) should be informed by telephone.
- f. The remaining pupils should be taken back to transport or, on a residential trip the accommodation. If the trip is local, pupils should be taken back to School, whilst a member of staff remains 'on location'.
- g. If the trip is to an 'enclosed' area (e.g. theatre, shopping centre, &c.), the venue manager should be contacted to arrange a search.
- h. The Deputy Head (Pastoral) will inform the Head and then will contact the pupil's parents as soon as possible and explain what has happened and the procedures that have been followed. Following this the Deputy Head (Pastoral) will contact the Police, and the School will act in accordance with Police advice.
- i. The Deputy Head (Pastoral) will inform the Local Children Safeguarding Board.

- j. The School will cooperate with any Police investigation and any safeguarding investigation by Social Care.
- k. If stage (f) has been reached, the Chairman of Governors will be informed.
- l. Other groups that may need to be informed are Ofsted and the school insurers, depending upon the outcome of searches.
- m. If the pupil is located but has been injured, a report will be made, under RIDDOR, to the HSE.
- n. Full records will be kept of the procedures followed and, if appropriate, procedures will be adjusted.

**7. Records**

Full records will be kept of the procedures followed and, if appropriate, procedures will be adjusted.

**8. Follow-Up**

The outcome of any suspected missing pupil or actual missing pupil will be followed up with written statements of all involved. Such statements will be filed confidentially and recorded.

Authorities may be notified if the disappearance and outcome of the disappearance warrants such.

**9. Links to other policies and documents**

This policy is linked to the following:

- Safeguarding Policy

**10. Oversight**

This policy is overseen by the Education Committee of the Governing Body and will be reviewed at least once in every three year period.

**Policy written and reviewed by**

**Jennifer M Burns, Deputy Head [Pastoral]**

**August 2015**

**June 2018**