



MISSING PUPIL POLICY

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Responsible Officer	Trust Safeguarding, PDBWA Strategy and Project Lead



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MISSING PUPIL POLICY

1 Introduction

The purpose of this policy is to ensure that Ascent Academies' Trust have clear and communicated procedures in place for dealing with the unlikely event of a child going missing. This policy should be read in conjunction with the following Trust policies and with individual academy procedures as appropriate:

Child Protection Policy
Attendance Policy
Educational Visit Policy
Pupil Collection and Late Collection Policy

This policy will be regularly reviewed and amendments can only be made following the approval of the Chief Executive.

This policy applies to the Trust and to all individual academies. This policy should be read by all staff.

2 Responsibilities

It is the responsibility of each Head of Academy to ensure that:

- All relevant staff are aware of this policy including the policies in which this policy refers to,
- Staff are aware of their responsibilities
- Staff know what is expected and the procedures to follow
- The policy is reviewed on a timely basis.

Safeguarding pupil's is everyone's responsibility and duty to report concerns at the earliest opportunity is essential (please refer to Child Protection policy and Keeping Children Safe in Education Document). It is the responsibility of all staff to read the policy and act at all times according with the guidance.

It is the responsibility of parents/guardians to ensure they provide correct and updated contact information on a timely basis and know the procedures for handover of their pupil at the beginning and end of sessions.

It is the responsibility of Trustees to ensure they are aware of the Trusts' procedures and to challenge/support the academies in the review of this policy and practice.



3 Procedures aimed at reducing risk of a missing pupil

Start of the day

- Ensure parents are fully aware of the need to report any absence expected or unexpected to the Academy where possible before the start of the school day
- Clear procedures for welcoming pupils into the Academy
- Staff meet and greet on the door and record pupils' arrival
- Registers are completed on time by tutors and returned to the office, where academies use SIMS this will be done by the close of register
- Pupil absences are cross referenced against arrival records
- Follow up phone call and text to parents/carers of absent pupils by support staff if the academy has not received confirmation of their absence
- Safeguarding lead informed of any vulnerable pupils' absence
- Further follow up using individual academy procedures referenced in the academy Attendance Policy and Appendix 1

During lesson time

- Where pupils change groups or classes staff mark class registers promptly and accurately every lesson and check with office where children are absent
- If pupils leave the classroom teachers and support staff are responsible for ensuring their safety and their timely return
- Pupils must not be sent out of lessons for poor behaviour without supervision
- Teachers should risk assess whether individuals are safe to leave the room independently for a comfort break (toilet or calm space)

Break times

- Staff are available on the playground before pupils arrive
- Staff supervise identified areas in playground
- Exit/entry doors are supervised by staff ensuring that doors are closed when the last pupil leaves the playground
- Staff meet pupils promptly to collect them after each break and register the group after lunch break

During the day

- Staff ensure all magnetically locked doors close securely behind them
- Staff challenge pupils who are unsupervised and ensure that they are safe

Collection

- Please refer to Pupil Collection and Late Collection Policy



- Pupils are supervised by Academy staff and handed over to adult responsible for taking them home
- Independent travellers to be signed out by staff member

Visits

- Please refer to Educational Visit Policy
- Thorough risk assessments and adequate staff/pupil ratios are provided when pupils leave the school premises, logged and agreed through Evolve and HoA
- Adequate communication contact (e.g. school mobile phone) and a list of pupils/groups to be taken on visits out of school and a visits form completed in office
- EVC for group leader training
- Staff safeguarding training
- Staff know which pupils they are in charge of and keep them all within sight

After school clubs

- Thorough risk assessment in place for activities
- Register of pupils with contact numbers and details of how the pupils are to go home and who is collecting them.
- If a parent/carer does not come to collect their child staff must follow the appropriate procedure (Pupil Collection and Late Collection Policy)

3 Procedures in the event of a pupil going missing

In the event of a member of staff fearing that a pupil has gone missing while at school:

- Follow Missing Child Protocol Appendix 1
- Member of staff who has noticed the missing pupil will calmly inform the nearest member of the SLT
- Staff will promptly but calmly undertake a thorough but quick search of the premises
- A thorough check of all exits to be made to make sure all gates/doors were locked/ bolted and there are no other ways a pupil could have left the academy. If something is discovered this needs to be drawn to the attention of the SLT immediately
- Staff will begin a search of the area immediately on foot and in cars
- The safety and care of other pupils is paramount so the security of the academy and the number of staff remaining to supervise the other pupils in the school must be adequately maintained while the search continues
- For contact with parents and/or police refer to Missing Child Protocol Appendix 1



In the event of a member of staff fearing that a pupil has gone missing while off school premises:

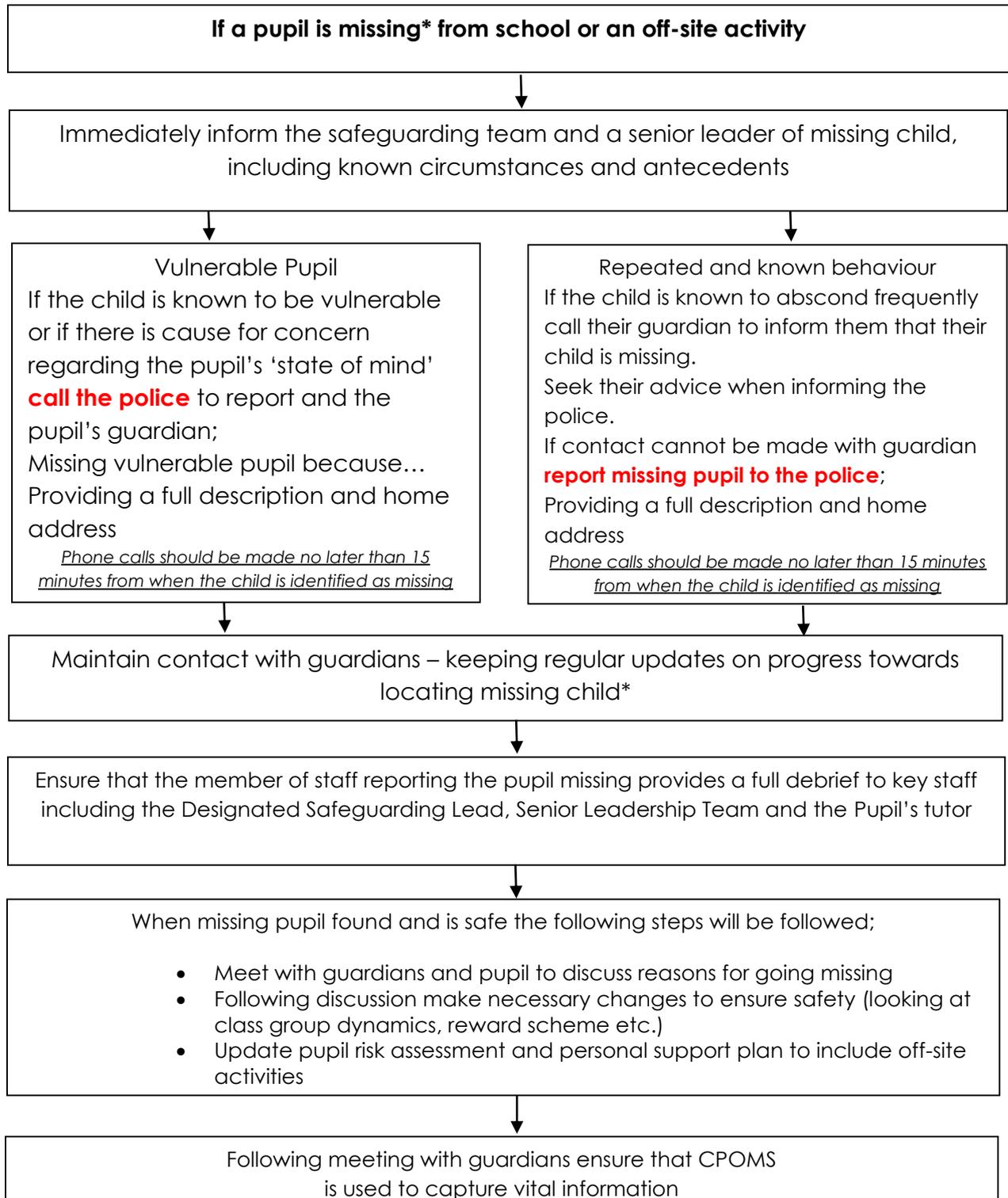
- Visit Leader must follow the risk assessment submitted to and approved by EVC and Head of Academy (including Ascent Academies' Trust CEO if the activity is a category 3 visit such as high risk visit or residential trip abroad)
- Please refer to Educational Visit Policy

4 Investigations

When a missing pupil has been located and safely returned to school, the pupil's family or the police, the Head of Academy will conduct an investigation into the circumstances of the pupil going missing. This is in order to identify any factors that need to be addressed by the academy or communicated to the parents to prevent a recurrence of the pupil going missing. The policy will be updated to reflect any learning from the situation and staff briefed appropriately.

Appendix 1

Missing Child Protocol



* Missing refers to a child that has taken themselves off the school site or away from an off-site activity and cannot be found