



## **Missing Pupil Policy**

### **This policy applies to all sections of the School including the Early Years Foundation Stage**

At Kirkstone House School, the welfare of our pupils is our paramount responsibility. Every adult who works at the school appreciates that they have a responsibility for helping to keep pupils safe. This forms part of our Safeguarding duties.

Thus, any member of staff who suspects that a pupil may be missing should follow the procedure appropriate to their section of the school. The definition of 'missing' in this context is 'not present without authorisation or explanation'. The policy is written in support of the school's aims and ethos and applies to all members of our school community.

Kirkstone House School is fully committed to ensuring that the application of this Missing Pupil Policy is non-discriminatory in line with the Equality Act 2010.

### **Ensuring Security**

Kirkstone House School takes every possible precaution to ensure that pupils are safe:

#### **Lower School and EYFS:**

- Entry to Lower School can only be gained either through doors with coded locks or through admission by a member of staff.
- All visitors are required to sign in and out at the main school office.
- In Lower School and EYFS pupils are only released to a known adult.
- Registration takes place at 8.55am and 12:20pm.
- Full risk assessments are carried out before every outing and appropriate staffing ratios maintained. Pupils will be in sight of a supervisory member of staff and frequent headcounts take place during the outing. Should situations change, a dynamic risk assessment will be carried out to ensure that all pupils remain safe.
- Playtime supervision is well provided for with at least 4 members of staff on duty.
- Accurate lists of pupils are kept of the After School Clubs and After School Care.

#### **Senior School:**

Pupils in Senior School are fully aware of areas of the school that are out of bounds and the reasons for this.

Pupils in Years 10 and 11 understand that they may not leave the school site unless they have written permission from parents to visit the village shop; this then must be in accordance with the rota.

Pupils who are staying for an after-school club must ensure that the bus drivers know where they are and that they will not be present. It is the responsibility of the club organiser to ensure that pupils have made alternative transport arrangements.

Parents are always required to contact the school if a pupil is to return home early or to leave for an appointment. Only Senior pupils may leave the site independently with



parents' permission. They must always sign out in the Signing Out book which is kept in the Main Office area.

Pupils who are registered as being in After School Care may not decide to attend other activities without express permission from parents.

Pupils may only leave lessons in Senior School to go to the office with an orange permission slip.

Lists of pupils on trips are always published on the staff notice board.

A register of pupils in after school clubs is always completed by the person running the club and this information is logged with the main office.

If an after school activity has to be cancelled for any reason, the office will always telephone parents and agree collection arrangements.

Keeping Safe is a unit of work that is regularly re-visited through the Schemes of Work for PSHE.

#### **Procedure:**

If a child is found to be missing, teachers should:

- Check the register to confirm the pupil is registered in school and therefore should be present.
- Contact both the main school office and Mrs Duffin's office to check for messages, also to inform them of the situation and request any extra staff support if necessary.
- Check the main office 'late book' to ensure the pupil has not been collected by a parent, check for the missing pupil in either a music lesson or learning support lesson.
- Under the direction of the Headmistress, a second member of staff should check the indoor areas, cloakrooms, toilets, cupboards and a third member of staff should check the outdoor areas.
- If the child is known to be 'at risk', the police should be called and informed that a search has begun.
- The Headmistress will telephone both the Proprietors of the school and the missing pupil's parents to inform them of the situation.
- If the pupil has not been located then the Headmistress will call the police immediately.
- The school will cooperate fully with any Safeguarding investigation carried out by Social Services.
- A full account must be written at the time to give all actions taken in relation to a missing child. This must then be sent to the Headmistress who will review the policy and action taken. She will then discuss this further with the proprietors of the School.

#### **Actions to be taken if a pupil is missing on a school trip**

- An immediate head count would be carried out in order to ensure that all other pupils are present.



- An adult would search the immediate vicinity and try to contact the pupil by mobile phone.
- The remaining children would return to a central point with other staff.
- A dynamic risk assessment would be carried out by the party leader: Are other pupils at risk? Does the allocation of staff have to change? Change to itinerary and arrangements? See EVC Handbook.
- The Proprietors and Headmistress will be informed and they will contact the pupil's parents.
- The Police will be contacted and the Company Representative if on an organised residential visit.
- Staff at a venue that is being visited will be asked to initiate their lost child protocols.
- The Local Children Safeguarding Board will be notified by teacher with responsibility for safeguarding.
- The school will co-operate with any investigation carried out by the Police or Social Services.

#### **Action to help prevent pupils from going missing on educational visits:**

Pupils who go on school trips are well prepared. Pupils are given a Code of Conduct to read and to sign agreement to. They know what is expected of them in terms of what to do if they get separated from the group and in adhering to rules and instructions.

Pupils will have been alerted to potential dangers, risks and hazards and they understand how to behave. All information given to pupils is clear including that for remote supervision.

#### **Procedure in the Event of a Parent Failing to Collect a Child at the end of the School Day.**

##### **Lower School**

This procedure should be read in conjunction with the Supervision of Pupils Policy.

Kirkstone House School is committed to the safeguarding of pupils at all times. There are clear procedures in place to ensure that parents know what time to collect children in both Lower and Senior School.

In the case of a pupil not being collected the following actions will take place:

- Arrangements for pupils will be checked by the ASC member of staff (Parents must specify exact collection arrangements and notify school in person or in writing if their child is to be collected by someone else).
- The pupil will be supervised in either After School Care or by a member of staff until parents or a designated contact person arrives.
- Under no circumstances will a pupil be unsupervised if remaining uncollected at the end of the school day.
- In the event of an emergency, the Headmistress and the School Principals will be informed and arrangements will be made for pupils to be cared for by a member of staff until such time that a designated person can collect the pupil.



- If a significant amount of time has elapsed and no contact can be made with either parents or a designated person, relevant authorities such as Social Services and the Police will be informed.

### **Links with other Policies**

Safeguarding Children Policy  
Health and Safety Policy  
Educational Visits Policy  
Behaviour Policy

Authorised by

Mrs Corinne Jones  
Headmistress  
On behalf of the Proprietors

Dated 1<sup>st</sup> October 2017

Date of next review 1<sup>st</sup> October 2018