

# St Bede's School

## Missing Child Policy

### **1 Introduction**

- 1.1 The safety of all pupils at St Bede's School is our paramount responsibility.
- 1.2 Every adult who works at the school is trained to appreciate that he or she has a key responsibility for helping to keep pupils safe at all times.
- 1.3 Our staffing ratios are generous and are designed to ensure that every pupil is supervised, in ways appropriate to the age of the pupil, throughout the time when the pupil is in our care.
- 1.4 All new staff receive a thorough induction regarding effective supervision of pupils.

### **2 Actions to be Followed by Staff if a Pupil goes Missing from the School**

- 2.1 Our procedures are designed to ensure that a missing pupil is found and returned to effective supervision as soon as possible.
- 2.2 If a pupil were found to be missing, we will carry out the following actions:
  - Early Years Foundation School (EYFS) pupils
    - Staff will take a register in order to check the group in which concern has arisen.
    - Staff will inform other EYFS practitioners and the Headmaster, the latter of whom will inform the Designated Safeguarding Lead (DSL).
    - Staff will ask adults and pupils for details of the most recent known whereabouts of the pupil.
    - Staff will occupy pupils in the area they would usually be occupied if possible.
    - As quickly as possible, staff will arrange for one or more adults to search everywhere within the EYFS area, both inside and out, checking doors and gates.
    - This will then be repeated, following instructions for Main School (see below).
    - If the pupil cannot be found, the Headmaster (or, on his behalf, the DSL) will ring the parents to explain the incident, what actions have been / will be taken.
    - The Headmaster (or, on his behalf, the DSL) may also notify the Police.
  - Main School pupils during 'day hours' (8am – 6.30pm)
    - The member of staff will telephone or report directly to the School Office and report the situation and indicate the pupil's last known whereabouts if known.
    - Administrative staff will check the day's absence list, signing-out list and then the various buildings including CDT Centre, Music rooms, Gym/ Wisteria House, Swimming Pool, cellars, dormitories, etc, with help of other staff members.
    - The pupil's friends will be asked and, if appropriate, the missing pupil will be telephoned on their mobile telephone.
    - If the pupil's home is within walking distance, members of staff will trace the route home, in case the pupil has taken this route.
    - The Headmaster and DSL will be informed, and the Headmaster (or, on his behalf, the DSL) will inform parents/carers and, if appropriate, the Police.
  - Procedure during 'boarding hours' (6.30pm – 8am)
    - Staff will check the meal register, signing-out book, outing forms and diary.
    - Staff will check with other staff and search buildings and grounds.
    - Friends will be asked and, if appropriate, pupil telephoned on mobile phone.
    - The Headmaster will be informed and a plan of action will be prepared.
    - If the pupil's home is within walking distance, members of staff will trace the route home, in case the pupil has taken this route.
    - The Headmaster will inform parents/carers and, if appropriate, the Police.

### **3 Actions to be Followed by Staff if a Pupil goes Missing on an Educational Visit**

- 3.1 An immediate head count will be carried out to ensure all the other children are present.
- 3.2 Staff will search the immediate vicinity - the remaining pupils will be kept occupied.
- 3.3 The Headmaster (or, if necessary, the DSL) will be informed by landline or mobile telephone.
- 3.4 Staff leading the outing should liaise with the venue manager and arrange a search.
- 3.5 If the pupil cannot be found the Headmaster or DSL will inform parents/carers and, if appropriate, the Police.

### **4 Procedures to be Followed by Staff when a Pupil is Not Collected on Time**

- 4.1 If a pupil is not collected within 30 minutes of the agreed collection time, and no message has been received, the contact numbers for the parent or carers will be called.
- 4.2 If there is no answer, the school will begin to call the emergency numbers for this pupil.
- 4.3 If the difficulty arises out of main school hours the member of staff on duty will take responsibility, or delegate this task to another member of staff.
- 4.4 While the pupil remains on site, the pupil will be safely looked after and, if appropriate, taken to supper with the boarders and later the Boarding Area.
- 4.5 If there is no response from the parents or carers within a reasonable time (one hour), the Headmaster (or, on his behalf, the DSL) will be contacted.
- 4.6 We always undertake to look after pupils safely throughout the time that the pupil remains in our care – therefore, a full written report may be made of the incident.

### **5 Outside Agency Involvement**

- 5.1 Were a pupil to go missing and efforts to locate the pupil prove unsuccessful, it may be necessary to inform the Proprietors/Directors, ISI/Ofsted, school insurers and Staffordshire Safeguarding Children Board or other appropriate board local to the parental address.
- 5.2 If the pupil is located but injured it may be necessary to inform Health and Safety Executive.
- 5.3 A full record of all activities taken up to the point at which the pupil is found will be made.
- 5.4 St Bede's School will cooperate fully with any incident investigation by a professional body.

### **6 Actions to be Followed by Staff once the Pupil is Found**

- 6.1 Staff will talk with, take care of and comfort the pupil.
- 6.2 Staff will speak with the other pupils to ensure that they understand why they should not leave the premises / separate from a group on an outing.
- 6.3 The Headmaster (or, on his behalf, the DSL) will speak with the parents to report the incident, and then may record an account of the incident by writing a letter to the parents.
- 6.4 The Headmaster (or, on his behalf, the DSL) will carry out a full investigation involving, if appropriate, the Police and the appropriate Local Safeguarding Children Board.
- 6.5 The written report of the incident will record details of time, place, members of staff, the circumstances in which the pupil went missing, an outline of what was understood to have happened, the length of time during which the pupil was missing and an initial explanation of how the incident appeared to have arisen. Written statements may be invited from all.
- 6.6 Any media questions will be referred to the Headmaster (or, on his behalf, the DSL)
- 6.7 All relevant procedures will be reviewed in the light of the incident.

Headmaster  
April 2016

Director of Studies  
April 2016