Missing Student Onsite Policy

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CONTENTS

1 Overview 2
- 1 Introduction 2
- 2 Aims 2
- 3 Procedure 2

2 Pupil missing when offsite at a venue 3

3 Pupil missing when offsite at an outdoor venue 4

4 Investigation following a missing pupil incident 5

1 OVERVIEW

1.1 Introduction

This document outlines the procedure relating to any pupils missing onsite or offsite at a venue.

1.2 Aims

This policy aims to ensure the health and safety of all pupils whilst onsite or offsite at a venue.
This polcy should be read alongside the Attendance Policy.

1.3 Procedure

If a pupil appears to be missing *while they should be on school grounds*, the class teacher will immediately email khs_missingstudent@kewhouseschool.com. Senior staff and reception received this alert. The EDR[1] determines which senior member is responsible for the coordinating the search,

The designated member of the EDR will check with the *School Office* and/or *School Nurse* to see if the pupil has been sent home and/or signed out. If this is not the case and the pupil is genuinely missing, *Office Staff* will immediately notify the *Senior Deputy Head*, the *Deputy Head Pastoral*, and the *Site Manager*.

The senior member present of the *Senior Management Team* will take overall responsibility for all further actions, listed below:

- If none of the above staff know where the pupil is, the *Senior Management Team* member will give staff specific areas of the school to check for the missing pupil, including speaking to pupils and staff.

- The register will be checked to ensure that no other pupil has gone astray.

- Doors and gates will be checked to see if there has been a breach of security whereby a pupil could wander out (CCTV of exits can be checked to verify).

- If, after a diligent search of all potential areas within and immediately outside of school (including Brentford Fountain Leisure Centre), the pupil is not found, and after consultation with the *Senior Management Team*, parents will be contacted at this point to check if the pupil is with them and if there may be any reason the pupil may be hiding, and finally to let them know their child is missing. A contact number will be confirmed with the parents at this point, and they will be told that the authorities will be notified with a description of the pupil.

[1] EDR – *Emergency Duty Rota* is a distribution list of senior staff with one member of the group assigned to each lesson of the day. Their role is to coordinate searches for missing pupils and to be on hand for any other eventualities.

- The *Senior Management Team* member involved (and other senior staff, as appropriate) will liaise with the Police and other authorities, as required. They will also liaise with the parents, as directed by the Police.

2 PUPIL MISSING WHEN OFFSITE AT A VENUE

If a pupil appears to be missing *when offsite*, a register (requiring replies with eye contact) will be called immediately by the person in charge of the group.

- If the pupil is still missing, members of staff from the venue will be notified by the person in charge of the group with the name and a description of the pupil, to help search for them. It will also be requested at this time that all exits, including fire exits, from the venue are monitored.

- The areas just visited will be re-checked by an adult, nominated by the person in charge from the school group.

- If the pupil is not found within ten minutes, the *School Office* will be notified immediately by the person in charge of the group. *Office Staff* will tell a member of the *Senior Management Team* immediately. A contact mobile number will be confirmed, and the time will be noted by the *Office Staff*.

- If, after a full search of the venue, the pupil is not found, the local Police will be informed with the name and a description of the pupil. **Parents will be contacted by the *Senior Management Team* member at this time**, giving the following information: the time the pupil went missing, the place in which the pupil was last seen, and what is being done and by whom. A parent contact number will also be taken at this time.

- Contact will be made with the school at regular intervals (at least every 30 minutes).

- If none of these actions finds the missing pupil, and the Police have not arrived, the Police will be re-contacted and asked to take charge. The school will be notified of this action and the *Senior Management Team* member will nominate a contact person for the Police at the school.

3 PUPIL MISSING WHEN OFFSITE AT AN OUTDOOR VENUE

If a pupil appears to be missing *when a group is 'outside'* (e.g. in the park or walking from place to place, etc.), a register (requiring replies with eye contact) will be called immediately by the person in charge of the group.

- If the pupil is still missing, the surrounding area will be checked quickly by one adult on the trip (calling out to the pupil for a response).

- If the pupil is not found within ten minutes, the *School Office* will be notified immediately by the person in charge of the group. *Office Staff* will tell a member of the *Senior Management Team* immediately. A contact mobile number will be confirmed, and the time will be noted by the *Office Staff*.

- If, after quickly and fully re-searching the area, the pupil is not found, the group leader will ask the *School Office* to make appropriate telephone calls, e.g. to the coach company (depending on where the group is).

- If, after making such calls, the pupil is not found, the local Police will be informed with the name and a description of the pupil. **Parents will be contacted by the *Senior Management Team* member at this time**, giving the following information: the time the pupil went missing, the place in which the pupil was last seen, and what is being done and by whom. A parent contact number will also be taken at this time.

- Contact will be made with the school at regular intervals (at least every 30 minutes).

- The *Senior Management Team* member will speak with the person in charge of the group and decide what action will take place with the rest of the group.

- The person in charge of the group will meet with the Police at the place where the pupil appeared to be missing and ask the Police to take charge. The school will be notified of this action and the *Senior Management Team* member will nominate a contact person for the Police at the school.

- The remaining pupils will be escorted to the school by other members of staff on the trip and the person in charge of the group will remain at the venue.

N.B. Specific procedures for missing pupils when at residential and/or overseas venues are in the EVO Policy.

4 INVESTIGATION FOLLOWING A MISSING PUPIL INCIDENT

Following a missing pupil incident, a thorough investigation will occur – led by the *Head*, along with the *Directors* of the Gardener Schools Group.

This will include the following actions:

- The *Head* will carry out a full investigation, taking written statements from all staff present at the time and/or those who were on an outing.

- The key person (usually a member of staff) will write an incident report, detailing:
    - The date and time of the report
    - Which staff members and/or pupils were in the group or on the outing
    - What time the pupil was last seen in the group or on the outing
    - What time it is estimated that the pupil went missing
    - What has taken place in the group or on the outing since that time

- A conclusion will be drawn as to how the breach of security happened.

- If the incident warrants a Police investigation, all staff will co-operate fully. In this case, the Police will handle all aspects of the investigation, including interviewing staff. Social services may be involved if it seems likely that there is a child protection issue to address.

- The incident will be reported under RIDDOR agreements and will be recorded in the incident book. The local authority's *Health and Safety Officer* may want to investigate and will decide if there is a case for prosecution.