

CHRIST'S HOSPITAL
MISSING PUPIL POLICY

Aim

1. The aim of this policy is to state the procedures to be followed by staff in the event that a child is found to be, or is suspected to be, missing.

Introduction

2. Christ's Hospital occupies a large site and the School routines are very busy, with a wide range of activities taking place simultaneously. If a pupil is not where they are expected to be at a given time there could be a valid reason for this so it is important not to panic.

Absence - morning or evening roll call, lunchtime registration, bedtime

3. If a pupil is absent from morning or evening roll call, or, where applicable, from lunchtime registration in Dining Hall, house staff must take steps to locate the pupil, with assistance from the matron on duty.
4. If a pupil is absent at bedtime, the tutor on duty must immediately contact the house parent or assistant house parent to assist in searching the boarding house, alerting the duty SLT member to the situation.

Absence - lessons

- If the pupil is absent from a lesson, staff must mark them as absent in the register on PASS/3Sys.
- Inform the School Office of absent pupils by emailing attendance@christs-hospital.org.uk, copying in the pupil's matron.
- If the missing pupil is on the Acute Concern List, contact the School Office immediately, by telephone.

Absence – actives

- If a pupil on the Acute Concern List is absent at the start of an activity, contact the School Office immediately by telephone.
- If any other pupil is absent from an activity, staff must mark them as absent in the register on SOCS.
- Inform the School Office of absent pupils by emailing attendance@christs-hospital.org.uk, copying in the pupil's matron.
- For further information on following up on pupils missing from actives, see Appendix A: Procedure for pupils missing from broader curricular activities.

Procedures when a pupil is missing

5. In the event of a pupil going missing, the following procedure should be followed:
 - Arrange for the boarding house to be checked to ensure the pupil is not in any rooms, with matron, in the toilet or bathroom etc.
 - Check the immediate area around the house and check with the Medical Centre in case the pupil has gone there.

- Contact the house parent if not already informed. The house parent should attempt to contact the pupil by mobile phone and talk to the pupil's peers who may be able to contact the pupil via social media.
- If all of the above fails to locate the pupil within one hour then contact the duty SLT member who will take control of the investigation. All information should be passed to and co-ordinated by the SLT duty staff.
- Security should be contacted and a site-wide search by security, supported by the duty SLT and other staff as required, should be carried out including other boarding houses which should be alerted to the absence. During the hours of 7am-7pm, security staff may not be available, but will contact managers from the support staff who are able to assist at this time. Between 7pm and 7am, Security staff are able to leave reception and help in the search.
- If the pupil cannot be located on site within two hours, the Head Teacher, parents and the police should be informed (in that order) of the pupil's unauthorised absence by the duty member of the SLT to initiate a broader search and to register the pupil as missing. A record of what search procedures have been conducted so far and a description of the pupil should be given to the police including timings since the last verified sighting.
- Liaise with the police as required.
- When a situation has been resolved following police involvement, a written record should be made within 24 hours and copied to the Designated Safeguarding Lead (DSL), Head Teacher and the Deputy Heads for filing.

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Date of last review: April 2021

Date of next review: April 2022

Appendix A – Procedure for pupils missing from broader curricular activities

Appendix A

PROCEDURE FOR PUPILS MISSING FROM BROADER CURRICULAR ACTIVITIES

It is acknowledged that pupils may be missing from a scheduled activity for a variety of reasons (some of which may be legitimate) and that such absences are more frequent and harder to analyse than the formal case of absence from an academic lesson. Practical considerations due to the nature of many outdoor activities and less easy access to IT systems are also factors:

1. Pupils on the **Acute Concern List (ACL)** **must** be reported as soon as their absence has been established. *NB this must not be delayed until the activity has finished.* Phone or otherwise alert the School Office or, if necessary, the SLT duty member. The ACL is circulated to all staff and regularly updated; a hard copy is posted on the Common Room Notice Board.
2. In all cases wherever possible staff should alert matrons quickly that pupils from their house are missing.
3. Pupils (except as specified in point 1) established as definitely missing (rather than merely late) should be identified to the School Office by phone or email or in person as soon as possible **after** the activity has finished. If the activity is on a weekend when the School Office is closed, additionally the house parent or matron **must** be made aware.
4. The School Office and/or the broader curriculum administrator will initially determine if the absence is legitimate (i.e. check the system for clashes: trips, dental appointments etc.) and if not alert the house staff for further investigation. In all cases the person reporting the absence will be informed and should there be no valid reason for the absence the pupil will be entered on the BCDT system by the person i/c the activity, or in the case of visiting staff the broader curriculum administrator.
5. Fixtures: staff accompanying fixtures away from home must email a **final** list of those pupils who have gone off-site to security and the School Office. Alternatively a hard copy of the final list of those pupils who have gone off-site can be left with security upon departure. This information will be held at security and will also be available from the School Office.
6. Injured or sick pupils: those sustaining a minor injury during an activity or who are unfit to continue should be sent back to house if unable to stay with the activity and matron alerted. More serious cases should be dealt with via the usual channels (see also Injured Pupil Policy).