



The Abbey

The independent school for girls aged 3-18.

Missing Pupil Policy

The Abbey School, Reading



17 Kendrick Road, Reading, Berkshire RG1 5DZ
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Registered Charity No 309115. The Abbey School exists to educate academically able girls.



1 Policy Statement

- 1.1 Through the operation of this policy we aim to:
 - 1.1.1 protect the health and safety of pupils at the School;
 - 1.1.2 ensure that School staff know how to respond if a pupil goes missing.
- 1.2 This policy:
 - 1.2.1 applies to staff (including volunteers), pupils and parents at The Abbey School, Reading;
 - 1.2.2 should be read with the Child Protection and Safeguarding Policy and Procedures; and
 - 1.2.3 is a mandatory requirement of *Keeping Children Safe in Education* (Department for Education (DfE))
- 1.3 The procedures in this policy may be adapted as necessary. The Head and the Heads of the Junior and Senior School have a wide discretion in relation to the procedures in this policy.
- 1.4 This policy is provided to all staff via the Information Bank. Parents may request a copy from the School or review the policy on the School website.

2 Responsibility

- 2.1 The Governors delegate appropriate responsibilities for the day to day management of the School to the Head. In practice, all members of staff contribute to the safety of pupils at the School by providing appropriate supervision in accordance with the directions of the Head and Senior Management Team. Schools are under a general duty to supervise pupils to the standard of a prudent or careful parent.
- 2.2 Any member of staff who notices a pupil is missing or sees a pupil in a place where the pupil should not be has a duty to inform the relevant Form Tutor/Head of Year without delay.

3 Procedure for pupil missing during the school day

- 3.1 If a member of staff or volunteer notes that a pupil is missing from class/sport practice/other activity, he/she should contact Reception immediately.
- 3.2 Reception will then:
 - 3.2.1 check the register to check whether the pupil was recorded present in school;
 - 3.2.2 check the pupil's timetable for that day;
 - 3.2.3 contact the School Nurse to check whether the pupil has reported sick or has an appointment;
 - 3.2.4 to contact the Music Department to check the list of music lessons;
 - 3.2.5 contact the Library in case the pupil is there;
 - 3.2.6 contact the pupil's Form Tutor/Head of Year/Assistant Head (Pastoral)
- 3.3 If the pupil cannot be found following the above investigation -

At the Junior School a member of the Leadership Team will notify the Designated Safeguarding Lead, or, in his/her absence, the Deputy Designated Safeguarding Lead. A member of the Leadership team will conduct an initial search.

At the Senior School the Form Tutor/Head of Year will notify the Head of the Senior School as the Designated Safeguarding Lead, or, in her absence, the Deputy Designated Safeguarding Lead. The Form Tutor/Head of Year will conduct an initial search using assistance from Reception as available or required.

The Head and Heads of Junior and Senior School will be kept informed.

- 3.4 As part of the initial search process, the pupil's fellow friends and classmates will be asked if they have any knowledge of the missing pupil's whereabouts.
- 3.5 If the pupil is found on site or in the vicinity, the School staff will make a concerted effort to persuade the pupil to return to the School. If the pupil refuses to do so, staff members at the scene will attempt to continue to monitor the pupil's whereabouts. Staff should contact the parents in such circumstances and check CCTV on exits/gates.
- 3.6 If the pupil is not found after the initial search, the Designated Safeguarding Lead will ring Reception to register the pupil as missing together with any suggestions as to where the pupil might be based on information gained from speaking to staff and other pupils. The Designated Safeguarding Lead will contact the pupil's parents at this point. If the parents are abroad, there may need to be a delay in contacting them. All decisions on contacting parents should be made by the Designated Safeguarding Lead, the Head of Junior or Senior School.
- 3.7 If the initial search is unsuccessful, the Designated Safeguarding Lead will contact the Police after consultation with the parents (where appropriate) and provide the Police with the information listed in Section 5, as well as any other information reasonably requested by the Police.
- 3.8 A decision will be taken in accordance with the School's child protection and safeguarding policy and procedures as to whether the School should also contact children's social care in line with local procedures.

4 Procedure for pupils missing during a school trip

- 4.1 If a pupil is missing from a school trip the member of staff in charge will:
 - 4.1.1 attempt to contact the pupil;
 - 4.1.2 check whether there were any delays or changes to the journey;
 - 4.1.3 check with other pupils and ask them if they have any knowledge of the missing pupil's whereabouts;
 - 4.1.4 assign an adult to search the immediate vicinity;
 - 4.1.5 contact the venue or the people that the pupil had visited, if applicable;
 - 4.1.6 contact the Designated Safeguarding Lead;
 - 4.1.7 contact hospitals, the Police and the parents.

5 Information to be provided to the Police

- 5.1 When the School contacts the Police during the day or night, the following information should be provided:
- 5.1.1 the pupil's name;
 - 5.1.2 the pupil's age;
 - 5.1.3 an up to date photograph if possible;
 - 5.1.4 the pupil's height, physical description and any recognisable physical characteristics;
 - 5.1.5 any disability, learning difficulty or special educational needs that the pupil may have;
 - 5.1.6 the pupil's home address and telephone number;
 - 5.1.7 a description of the clothing the pupil is thought to be wearing;
 - 5.1.8 any relevant comments made by the pupil.
- 5.2 The information will then be passed to the various Police stations through Police channels.

6 Missing pupil incident log

- 6.1 The School must keep a full written record of any incident of a missing pupil including:
- 6.1.1 the pupil's name;
 - 6.1.2 relevant dates and times (e.g. when it was first noticed that the pupil was missing);
 - 6.1.3 the action taken to find the pupil;
 - 6.1.4 whether the Police or children's social care were involved;
 - 6.1.5 outcome or resolution of the incident;
 - 6.1.6 any reasons given by the pupil for being missing;
 - 6.1.7 any concerns or complaints about the handling of the incident;
 - 6.1.8 a record of the staff involved.
- 6.2 A full written record of the incident will be kept on the pupil's file.

7 Review

- 7.1 This policy shall be reviewed every year as part of the School's annual review of safeguarding, and updated as necessary.
- 7.2 In undertaking the review, the Designated Safeguarding Lead will take into account any incidents in the Missing Pupil Incident Log that indicate that there may be a problem with supervision, pupil support or security at the School and any issues raised by individual members of staff, parents and pupils.

Authorised by	Resolution of the LGE Committee
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Date	September 2018
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Effective date of the policy	September 2018
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