MISSING PUPIL POLICY

Policy Statement

This document consists of two parts. The first outlines the policy and gives the rationale behind it. The second is intended to be used as an immediately available reference guide, which will lead the user step by step through the official procedure.

AIMS

1. To ensure that The School’s systems enable key members of staff, within reason, to know the whereabouts of all pupils in the school.
2. To identify possible weaknesses in the systems and to suggest possible improvements.
3. To formalise a coherent and workable procedure for use in the event of a pupil going missing.

Throughout the rest of this document, and when considering changes to the current system, it is of course important to bear in mind the following:

There can be no substitute for the experience and instinct of the Housemaster/Housemistress. Any policy adopted should be there primarily to support the Housemaster/Housemistress (or perhaps a less experienced deputy) without placing unnecessary burdens, including paperwork, on his or her time. Simplicity, clarity and brevity are therefore essential.

TIMETABLE - THE CURRENT SYSTEM

There is some variation between houses at present. Nevertheless the following represents an approximate breakdown of formal and informal checks for the ‘average’ pupil.

Weekdays
7:00am - 8.30am Pupil presence is registered on iSAMS by HSM/Asst HSM/Matron
Missing day pupils should be followed up by the HSM (if time allows) or sent names sent to reception for them to chase.
If contact is not made by 10am the missing pupil protocol should be followed.
9:00am Morning Lessons (on Wednesday and Thursday lessons start at 8.30am)
1:15pm Matron takes register at lunch and follows up absences.
2:15pm Afternoon Lessons (Period 6 and 7 finishing at 3.40pm)
7:00pm Top Schools – formal headcount by sixth form monitor or formal roll call.
9:00pm Dix – formal roll call by Housemaster/Housemistress or Tutor
10:00 – 10:30pm Formal head count by sixth form monitor followed by a review of
absences by Housemaster/Housemistress or Tutor on duty.

Exceptions include:
- Mondays when there is Societies' Hour from 1.50pm to 2.50pm, prior to period 6 commencing at 3.00pm
- Wednesdays and Thursdays where activities and sport replace afternoon lessons.

Absences from all sport or activity sessions are reported to Housemasters/Housemistresses and the Director of Sport/Activities respectively and followed up accordingly.

Absences from lessons are reported through the ‘Pupil Absence from lessons’ slip on the intranet which sends the absence to the Housemaster/Housemistress, Assistant Housemaster/Housemistress, Second Master, Deputy Head (Academic), Deputy Head (Pastoral). HSM should follow these up in the first instances.

(During winter timetable, afternoon lessons on Tuesdays and Fridays run from 4.45pm to 6:15pm)

Saturday

7:00am - 8.30am Pupil presence is registered on ISAMS by HSM/Asst HSM/Matron
Missing day pupils should be followed up by the HSM (if time allows) or sent names sent to reception for them to chase.
If contact is not made by 10am the missing pupil protocol should be followed.
9:00am Lessons
1:15pm Matron takes register at lunch and follows up absences.
5:00pm Call over for 3rd, 4th and 5th form
7:00pm Dix – formal roll call
10:00 – 10:30pm Formal head count by sixth form monitor followed by a review of absences by Housemaster/Housemistress or Tutor on duty.

Sunday

Approx. 8.30am Pupil presence is registered on ISAMS by HSM/Asst HSM/Matron
9:30 am Call Over before Chapel.
2:00pm Call Over (By sixth form duty monitor, including review of signing-out book)
7:00pm Call Over.
9:00pm Dix – formal roll call.
10:00 – 10:30pm Formal head count by sixth form monitor followed by a review of absences by Housemaster/Housemistress or Tutor on duty.

As a cross check, each house operates a signing out book, which pupils are required to use when absent from the house outside lessons and formal sport/activity times.
All pupils must seek permission from the Housemaster/Housemistress or tutor on duty if they wish to be out of the House post 9.00pm on any evening.

Pupils below the 6th form must seek permission from the Housemaster/Housemistress if ever they wish to be off-site.
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PROCEDURES

For the purposes of this document a missing pupil is broadly defined as a pupil who is not where he / she should be at the expected time.

Since this can encompass a wide variety of situations, from the potentially extremely serious to the routine, it will be necessary for the Housemaster/Housemistress, based upon their knowledge of the individual concerned, the time of day and any other relevant factors to categorise the concern as follows:

Category 1 – “Urgent Concern”:

The child is not where he / she is supposed to be, the whereabouts are unknown and there is cause for serious concern about the person’s welfare.

(e.g. There is real or implied threat of self-harm; a third former is absent from the house after bedtime; a sixth former is missing from the sanatorium having been feeling extremely unwell)

Category 2 – “Concern”:

The child is not where he / she is supposed to be, the whereabouts are unknown but there is no immediate cause for serious concern about the person’s welfare.

(E.g. A sixth former is late back from Quod. A fourth former failed to turn up for Thursday afternoon activities and is not in the house)

The category chosen will determine subsequent procedure.

Category 1 – “Urgent Concern”:

The Housemaster/Housemistress – or, in his/her absence, another responsible adult - should attempt to make verbal contact with the missing pupil via mobile phone. Up to date mobile phone numbers are kept by the Housemaster/Housemistress, Resident Tutor, Assistant Housemaster/Housemistress and Matron and also the Deputy Head (Pastoral).

Other pupils may be able to provide a satisfactory account of the missing person’s whereabouts and the signing out book may provide the answer.

If these avenues fail to resolve the problem, the Deputy Head (Pastoral) should be informed right away.

After a review of the situation and the actions taken so far, a decision will then be made as to whether the parents and police should be called. Depending on circumstances, this decision should be made within an hour of the Deputy Head (Pastoral) being notified of the incident. If
called, the parents or guardians should be kept abreast of all developments at frequent and regular intervals by the Housemaster/Housemistress.

All category 1 incidents should be recorded both in the House Day Book and formally reported as an “incident” in accordance with the School policy. The decision as to when a Category 1 “Urgent Concern” absence becomes a “Critical Incident” rests with the Headmaster.

**Category 2 – “Concern”:**

Other pupils may be able to provide a satisfactory account of the missing person’s whereabouts or the signing out book may provide the answer.

The Housemaster/Housemistress – or, in his/her absence, another responsible adult - should attempt to make contact with the missing pupil via mobile phone, either by voice or using text.

If these avenues fail to resolve the problem it is appropriate, during the daytime, to wait until the next official role call. If the pupil is still absent after the next official role call he/she should be re-categorised as “Urgent Concern” and that procedure followed. If the initial absence is noticed during or after the final headcount at night, the Housemaster/Housemistress should wait no more than one hour before re-categorising the absentee as “Urgent Concern”, and informing the Deputy Head (Pastoral).

All category 2 incidents should be recorded in the House Day Book.

**Day Pupils**

The Missing Pupil Policy applies to any day-pupil whose whereabouts is unknown at all times when the school assumes responsibility. At other times, the school will endeavour to provide all reasonable means of support whilst recognising that the parents are ultimately responsible for the pupils’ welfare and safety.

**Pupils missing during a school trip or following a journey**

If a pupil is missing from a school trip or has not arrived at the School following a journey, the member of staff in charge will:

- attempt to contact the pupil
- check whether there were any delays or changes to the journey
- check with other pupils and ask them if they have any knowledge of the missing pupil’s whereabouts
- contact the pupil’s accommodation, if applicable
- contact the venue or the people that the pupil had visited, if applicable
- notify the Deputy Head (Pastoral) and arrange to contact hospitals, the police and the parents.
Safeguarding and child protection

In all cases, 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.

Review

This policy shall be reviewed every year as part of the School's annual review of safeguarding, and updated as necessary.

In undertaking the review the Designated Safeguarding Lead will take into account any incidents in the termly safeguarding review meetings 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.

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SHREWSBURY SCHOOL
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FLOWCHART

What category does the incident fit into?

CATEGORY 1*
“Urgent Concern”

NO
*Ask other pupils
*Check the signing out book
*Attempt to contact the person by phone
*Wait until the next formal headcount before moving on

YES
*Ask other pupils
*Check the signing out book
*Attempt to contact the person by phone
*Wait a maximum of one hour before moving on

CATEGORY 2*
“Concern”

Is it at night, after the pupil should have been back in the house?

*Attempt to contact the pupil by phone
*Ask other pupils
*Check the signing out book
*If the situation is not resolved within five minutes phone the Deputy Head (Pastoral) immediately
*Decision to be taken regarding phoning the parents or guardians and the police

*Category 1 – “Urgent Concern”: The child is not where he / she is supposed to be, their whereabouts are unknown and there is cause for serious concern about his / her welfare.

*Category 2 – “Concern”: The child is not where he / she is supposed to be, their whereabouts are unknown but there is no immediate cause for serious concern about his / her welfare.