



Missing Pupil Policy

Anglo-Portuguese School of London

Approved by:

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1. Policy Aim

The welfare of all pupils at the Anglo-Portuguese School of London (APSoL) is of paramount importance. Every adult who works at the school is aware that they have a responsibility for helping to keep all our pupils safe at all times.

The aim of this policy is to ensure the quickest and safest completion of locating any pupil missing or suspected of being missing.

2. Relationship to procedures, other policies and legal requirements

Every possible action will be taken where concern is caused over the fact that a pupil may be missing. This policy should be read in conjunction with the Safeguarding Policy, Behaviour Policy and Educational Visits Policy.

3. Registration

At APSoL, all pupils will be registered at the following times:

Time	Who	Staff Responsible	Format
8:30	All pupils	Teaching staff	Roll call
8:45	All pupils	Teaching staff	P. 1 roll call
13.20	All pupils	Teaching staff	P. 6 roll call

A list of absentees is recorded on SIMS and is checked and update throughout the day.

4. Contact Details

4.1 Contact details of parents are recorded in SIMS

At the start of each term, senior leaders will record the current mobile numbers of parents and make these available to all relevant.

5. Procedure

A pupil may go missing in several scenarios, including:

- Failure to attend a roll-call/registration
- Failure to attend a lesson or other commitment and not be on the outdoor play areas
- Failure to report back in to the Duty Staff after being outside
- Reporting by other pupils that pupil X has disappeared from the site or an off-site excursion

It may well be appropriate to contact the police immediately if you consider the pupil to be at risk or if the other pupils are alarmed about the circumstances. For example, a young pupil will be high concern.

5.1 Missing pupils during the school day

A pupil who has been registered as present at School but who is absent from a lesson is deemed to be a missing pupil. Once it has been ascertained that a pupil is missing, the following procedures should be followed:

- A. Staff should let the Principal know as soon as possible that there is a missing pupil. The Principal will then co-ordinate the search.
- B. Principal will then contact teachers and pupils who have taught or been with the missing pupil prior to their disappearance to determine at what point in the day the pupil was last seen.
- C. If this initial search fails to locate the pupil, the Principal will arrange for a larger team of adults to search the immediate area.
- D. If the pupil is not found within 30 minutes, a fire drill will be considered to ensure that the pupil is not on site.
- E. If the pupil is still not located, the Principal will contact the pupil's parents to explain what has happened and the procedure that has been followed. Following this, the Principal may contact the Police at which point Police procedure will be followed.
- F. If the pupil's home is within walking distance, the Principal will consider sending a member of staff to walk the route.
- G. The Principal will inform the Local Children Safeguarding Board and will cooperate fully with any safeguarding investigation by Social Care.
- H. If stage (e) has been reached, when the pupil has been located this will be communicated to teaching and support staff by email or telephone.
- I. If stage (e) is reached then the Chairman of the Full Governing Body will be informed.
- J. Other groups that may need to be informed depending on the outcome of searches are Ofsted and the School Insurers.
- K. If the pupil is located but has been injured, a report will be made, under RIDDOR, to the HSE.

5.2 If the pupil cannot be found

- A. Phone any friends' houses to which it is suspected he/she may have gone.
- B. Possibly search grounds or drive to a likely venue where it is possible, he/she may be; do not, however, waste much time with this unless you are convinced it may result in the finding of the pupil. If any search is undertaken, other staff may be used to help. One member of staff should act as a liaison at the end of a telephone number known to the other helpers. This member of staff should hold the pupil's file, (with home telephone numbers, &c.), and the mobile telephone numbers of all people searching.
- C. Contact the parents to explain the situation and to determine whether they are aware of anything untoward.
- D. If routine checks amount to nothing, police should be contacted. If the pupil is considered to be vulnerable, for example is of a young age, this should be done sooner rather than later.
- E. The duty member of SMT will inform the Local Children Safeguarding Board and will cooperate fully with any safeguarding investigation by Social Care.
- F. If stage (d) has been reached, the Chairman of Full Governing Body will be informed.

- G. If stage (d) has been reached, the staff body will be informed as early as possible the next working day if appropriate.
- H. Other groups that may need to be informed depending on the outcome of searches are Ofsted and the School Insurers.
- I. If the pupil is located but has been injured, a report will be made, under RIDDOR, to the HSE.

5.3 Procedure to be followed if a pupil goes missing on a trip or visit

If a pupil is found to be missing during a school trip or visit, the following procedure should be followed:

- A. An immediate head count should be carried out in order to ensure that all other pupils are present.
- B. Confirm with the members of the group when and where the missing was last seen.
- C. A member of staff will search the immediate vicinity.
- D. The Principal should be informed by telephone.
- E. The remaining pupils should be taken back to transport or, on a residential trip the accommodation. If the trip is local, pupils should be taken back to school, whilst a member of staff remains 'on location'.
- F. If the trip is to an 'enclosed' area (e.g. theatre, shopping centre, &c.), the venue manager should be contacted to arrange a search.
- G. The Principal then will contact the pupil's parents as soon as possible and explain what has happened and the procedures that have been followed. Following this the Principal will contact the Police, and the School will act in accordance with Police advice.
- H. The Principal will inform the Local Children Safeguarding Board.
- I. The School will cooperate with any Police investigation and any safeguarding investigation by Social Care.
- J. If stage (f) has been reached, the Chair of the Full Governing Body will be informed.
- K. Other groups that may need to be informed are Ofsted and the school insurers, depending upon the outcome of searches.
- L. If the pupil is located but has been injured, a report will be made, under RIDDOR, to the HSE.
- M. Full records will be kept of the procedures followed and, if appropriate, procedures will be adjusted.

6. Records

Full records will be kept of the procedures followed and, if appropriate, procedures will be adjusted.

7. Follow-up

The outcome of any suspected missing pupil or actual missing pupil will be followed up with written statements of all involved. Such statements will be filed confidentially and recorded.

Authorities may be notified if the disappearance and outcome of the disappearance warrants such.

8. Review

This policy is overseen by the Principal and will be reviewed at least one in every 1 year period.

9. Links to other policies and documents

This policy is linked to the following

- Safeguarding Policy