



MISSING PUPIL POLICY

St Michael Abbey School

This policy outlines St Michael Abbey School's procedures for responding to a missing pupil, ensuring swift action to safeguard their welfare. It establishes clear protocols for identifying, reporting, and searching for a missing pupil, including staff responsibilities, communication with parents, and engagement with external authorities when necessary. Key elements include risk mitigation strategies, supervision requirements, and preventative measures. Regular reviews ensure compliance with safeguarding standards, reinforcing a secure and vigilant school environment.

DH Pastoral

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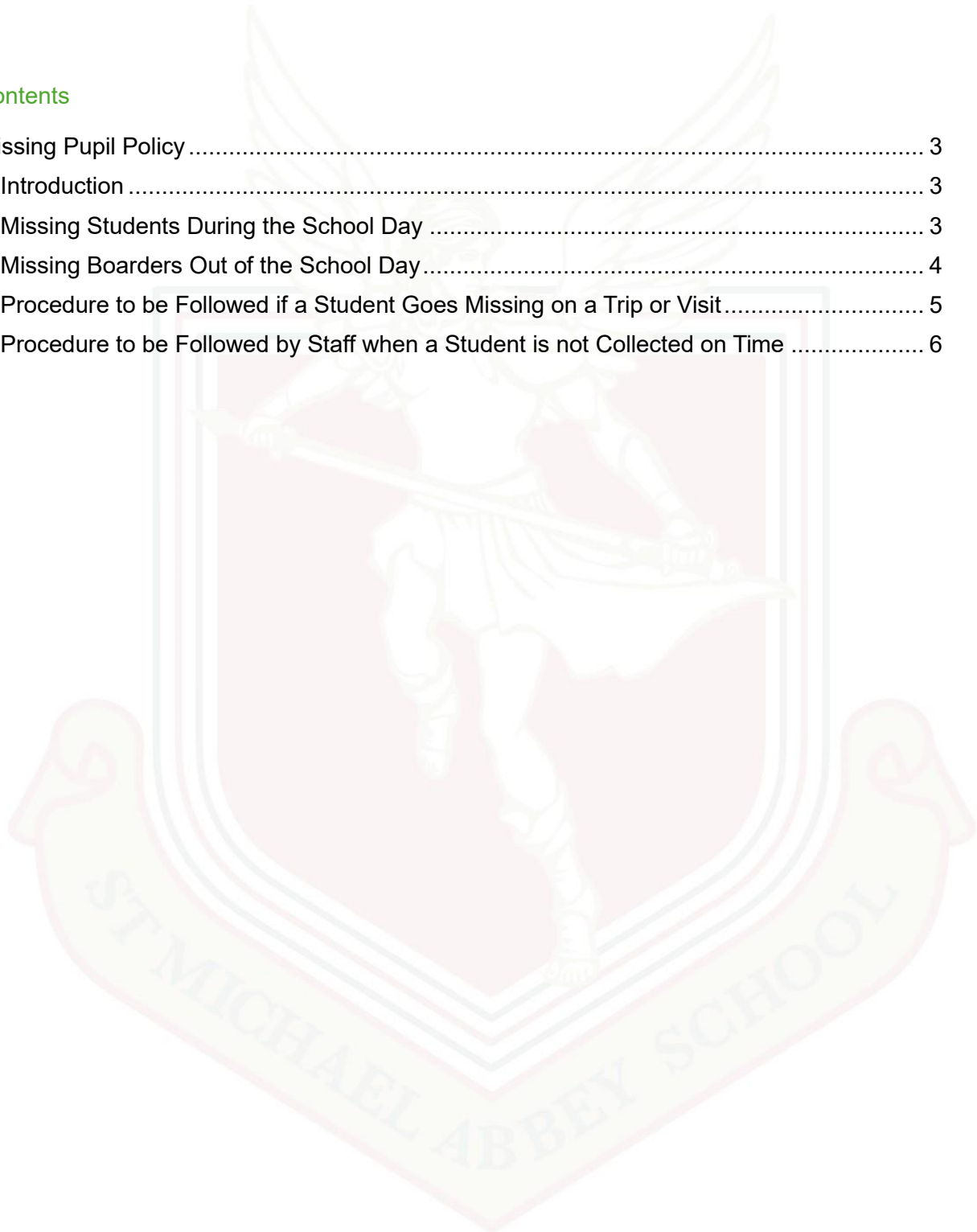
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Missing Pupil Policy

Introduction

1. The welfare of all of the pupils at St Michael Abbey School is of paramount importance. Every adult who works at the school is aware that they have a responsibility for helping to always keep all of our students safe.
2. At St Michael Abbey School students are registered 8:30am in tutor groups before school starts in the morning. Registration is then taken at 13.30 at the start of period 5. Further registers are taken in all lessons. Boarders are also registered at roll call in the evening and then again in the evening and at bedtimes.

Missing Students During the School Day

3. A student may be identified as missing:
 - a. After an absence at morning registration is not accounted for by the reception staff calling home by phone.
 - b. By observation in class, by a classroom teacher, after comparison with the absence sheet on the school registration system.
 - c. On reconciliation with the afternoon register.
4. Any member of staff who discovers a discrepancy must immediately notify Reception, which will:
 - a. Contact staff who might previously taught or tutored the student that day.
 - b. Contact the housemaster/mistress.
 - c. Check all lists of trips out of school.
 - d. Inform the Deputy Head or another member of SMT.
5. If the Deputy Head is informed that a student is missing, she will then instigate a search of the school, having ascertained when the student was last seen. If this is unsuccessful a wider search of the school grounds may be instigated, possibly using a larger team of adults. A 'Missing' notice will be distributed via email, with the name of the student, and the date and time of the first notified absence.
6. All teachers due to teach the student later that day will be advised that they must immediately inform Reception or the Deputy Head or member of SMT co-ordinating the search if the student appears at their lesson.
7. If a child is not found after an initial search and immediate checks, or sooner if there are specific concerns about the child's welfare or vulnerability, parents/carers and the police will be contacted without delay.
The Deputy Head or member of SMT co-ordinating the search will:
 - a. Contact parents to inform and ask for information. Parents are then to be updated every fifteen minutes.



- b. Open a written record of the incident, which will log all specific actions taken.
 - c. Inform the Headmaster.
8. A whole School fire alarm practice may be considered at any time to help to try to locate the student. The whole School may be evacuated to the for assembly point in such circumstances.
 9. If the student is still not located the Deputy Head or member of SMT co-ordinating the search will update parents, and a search of local roads may be made by foot or by car by available staff. The Deputy Head or member of SMT will update the Police and the School will act in accordance with Police advice.
 10. Depending on circumstances the Designated Safeguarding Lead, or Deputy Head, may inform the Local Children Safeguarding Board and will cooperate fully with any safeguarding investigation by Social Care.
 11. If stage (7) is reached the Chairman of School Governors should be informed.
 12. At any point, when the student is located, staff should be informed by a notice circulated by email.
 13. It might be, depending on the outcome of searches, that the school insurers need to be informed.
 14. If the student is located, but has been injured, a report will need to be made, under RIDDOR, to the HSE.
 15. If stage (7) is reached, a full record of all actions taken up to the stage at which the student was found will need to be made for an incident report. If appropriate policy will be adjusted.

Missing Boarders Out of the School Day

16. A boarding student will be deemed as missing if:
 - a. They fail to check in at the appropriate time, and after a certain 'period of grace' (no more than 30 minutes) can still not be located.
 - b. They are found not to be in their room after lights out and cannot be located in the Boarding House.
 - c. They are not able to be located during a fire alarm and cannot be located in the Boarding House (and the alarm is found to be false).
17. Once a student is deemed as missing the following procedures will be followed:
 - a. The member of staff on duty in the Boarding House should inform the Housemaster/mistress and the Head of Boarding/ Deputy Head as soon as possible that there is a student missing. The Head of Boarding/ Deputy Head will then coordinate the search.



- b. The Head of Boarding/ Deputy Head will then speak to pupils and friends of the missing student who may have been with the missing student prior to their disappearance to determine at which point the student was last seen.
 - c. If the student is not found, the Headteacher will be informed and a fire drill will be considered. A more thorough search of the school site will take place.
 - d. If the student is not located the Head of Boarding/Deputy Head will contact the student's parents to explain what has happened and the procedures that have been followed. Following this, the Head of Boarding/Deputy Head will notify the Police, and the school will act in accordance with Police advice.
 - e. The Head of Boarding/Deputy Head may, in some circumstances, 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 the School 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.
 - h. Depending on the outcome of searches the school insurers may need to be informed.
 - i. If the student is located but has been injured, a report will need to be made, under RIDDOR, to the HSE.
18. Full records will be kept of the procedures followed and, if appropriate, policy will be adjusted.

Procedure to be Followed if a Student Goes Missing on a Trip or Visit.

19. If a student 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. An adult will search the immediate vicinity.
 - c. The Deputy Head Pastoral should be informed by telephone.
 - d. The remaining students should be taken back to transport or, on a residential trip, the hotel/accommodation. If the trip is local students should be taken back to the school, whilst one adult remains 'on location'.
 - e. If the trip is to an 'enclosed' area (e.g. theatre, shopping centre etc.), the venue manager should be contacted to arrange a search.
 - f. The Deputy Head Pastoral will inform the Head and then will contact the student's parents and explain what has happened and the procedures that have been followed. Following this the Deputy Head Pastoral will contact the Police, and the school will act in accordance with Police advice.
 - g. The Deputy Head Pastoral, in certain circumstances, may inform the Local Children Safeguarding Board.
 - h. The school will cooperate with any Police investigation and any safeguarding investigation by Social Care.
 - i. If stage (f) has been reached, the Chairman of the School Governing Body will need to be informed.
 - j. Depending on the outcome of searches the school insurers may need to be informed.



- k. If the student is located but has been injured, a report will need to be made, under RIDDOR, to the HSE.
20. Full records will be kept of the procedures followed and, if appropriate, procedures will be adjusted.

Procedure to be Followed by Staff when a student is not Collected on Time

21. If a student is not collected within an hour of the agreed collection time the school will call the contact numbers for the parent. During this time the student will be safely looked after by the School. The Deputy Head Pastoral will be informed.
22. If there is no response from the parent's contact numbers or the emergency numbers within a three-hour period the Deputy Head Pastoral will contact the Social Care Duty Officer. The school will be able to offer emergency accommodation for the student, but if it is more appropriate Social Care will make emergency arrangements. Social Care will arrange for a visit to be made to the student's house and will check with the Police. The school will make a full written report of the incident. The Chairman of the School Governing Body will be informed.

