



# MILTON ABBEY SCHOOL

<b>MISSING PUPIL PROCEDURE</b>	
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Approved by:	Chris Barnes, Senior Deputy Head

## MISSING PUPIL PROCEDURE

The procedure shown on the accompanying flow chart must be used where there is an unexplained absence of a pupil at school:

- pupil does not attend callovers, lessons, activities or mealtimes as expected
- pupil is unaccounted for at bedtime or
- when the pupil's friends or classmates are unexpectedly unable to locate the pupil

The Headmaster will decide if the parents are to be informed at an earlier stage than shown on the flow chart.

Pupils are registered at key points in the school day: callovers, lessons and activities.

Any pupil leaving site is expected to sign out in house.

Any pupil leaving the school site outside of the normal school routine (e.g for a pre-arranged external medical appointment), should ensure that their house team is aware in advance, as well as signing out in house. House teams would usually be made aware of an expected absence by email from parents or guardians.

If a pupil does not arrive back at school following a holiday, exeat weekend, or other authorised absence, the Housemaster (HSM) or a designated member of the house team must contact parents/guardians as soon as feasible after the callover in which that absence has been identified, to inform them that the pupil should be at school.

If a pupil is reported as missing, the staff member conducting the initial searches will depend on the time of day/night. A Senior Leadership Team member (SLT) will usually take on this role.

The Safeguarding Team keeps a register of 'Vulnerable Pupils' who have been identified due to medical or pastoral concerns. The Vulnerable Pupil List is reviewed and shared with teaching staff on a weekly basis. If a pupil on this list goes missing, the escalation process is fast-tracked (as shown in red on the Missing Pupil Flowchart).

### **School trips (UK-based or overseas):**

If the pupil goes missing on a school trip, either in the UK or overseas, the trip leader will become responsible for coordinating the search. All trip risk assessments should detail school contact numbers for all staff accompanying the trip and contact details for the SLT member on duty. Where a pupil goes missing on a school trip, SLT should be informed as soon as practicable.

### **Recording:**

In all cases where a pupil going missing reaches stage 4 (see flowchart) a written record of the incident is to be made on the safeguarding systems, MyConcern, by the co-ordinator as soon as practicable.

Records relating to missing children will be reviewed by the Designated Safeguarding Lead (DSL), Headmaster and Governors to identify any required changes to policy, procedures, training or failures in implementation of the procedures.

**Table 1:**

**Information to be obtained and Actions to be taken by the SLT co-ordinator:**

<p><b>Last seen</b> Where, when and with who? What were they wearing?</p>	
<p><b>Check iSAMS/School Calendar</b> Are they on a school activity?</p>	
<p><b>Check room for signs of where they might have gone and what they might have taken with them?</b></p>	
<p><b>Check with Matron/health centre</b> Are they ill/injured/at health appointment?</p>	
<p><b>Check with Reception</b> Have they signed out?</p>	
<p><b>Check with House staff</b> Who are main friends or any special friends/partners?</p>	
<p><b>Check with House staff and friends</b> What was their emotional state? Did they seem to be depressed or considering self harm or suicide? Have they talked about leaving? Was there any unusual behaviour or a confrontation prior to disappearance?</p>	
<p><b>Call mobile phone number</b> (Obtain from Friends/ iSAMS)</p>	
<p><b>Is there any reason to believe they might have been abducted?</b> (e.g. family custody dispute; very wealthy/prominent parents.)</p>	
<p><b>Additional information for police</b> Do they have access to transport? Do they have access to money? Obtain photo of pupil and description including clothing Has the pupil disappeared previously? If so, did they suffer harm while missing?</p>	

## Missing Pupil Flowchart

Where pupil is vulnerable (refer to latest 'Flagging' minutes) follow red 'VP' timings

