



Missing Pupil Policy

POLICY STATEMENT

This policy details the procedure required to attempt to locate the whereabouts of any pupils who College staff deem to be missing. It is clearly of the utmost importance that these procedures are followed rapidly once a pupil is identified as missing.

SCOPE

This is a cross-College policy. It applies to pupils and to those responsible for pupils across the College.

AIMS AND OBJECTIVES

The Policy aims to:

- Protect the health and safety of all pupils at the School
- Ensure that School staff know how to respond if a pupil goes missing
- Highlight the steps required should a pupil on a Child Student visa (formerly known as Tier 4 visa) go missing

LEGISLATION AND GUIDANCE

- Keeping Children Safe in Education (DfE, September 2021)
- Boarding schools: national minimum standards (DfE, March 2015)

ROLES AND RESPONSIBILITIES

Responsibilities of all College staff:

- It is the duty of any member of staff who notices a pupil is missing or sees a pupil in a place where the pupil should not be to inform the appropriate member of staff, as specified in the procedure section.

Responsibilities of the Marshal (Upper School):

- The College's Marshal will lead the Missing Pupil Process alongside the appropriate HoM

Responsibilities of the Housemaster/mistress (Upper School):

- The HoM will lead the Missing Pupil Process alongside the College Marshal
- It is the role of the HoM to hold a list of their Houses' pupils' mobile phone numbers. This should be accessible to other house staff in the HoM's absence.

Responsibilities of the Pupils:

- (Upper School) Inform their HoM of their mobile phone numbers and any subsequent changes



Responsibilities of the SLT:

- Should they deem necessary, the Head and the Deputy Head may lead the procedures listed in this policy

RELATED COLLEGE POLICIES

- Attendance policy
- Behaviour Policy including School rules – sections on Permissions, Bounds, Exeats.
- Exeat Policy
- Educational Visits Policy
- Supervision of Pupils

MONITOR AND REVIEW

This policy will be reviewed annually and at other times in the intervening period as necessary.



Missing Pupil Procedures

A member of staff may suspect a pupil is missing for various reasons, for example; failure to meet the criteria detailed in the attendance policy, failure to return to school after an exeat or a comment from another pupil.

PREPARATORY SCHOOL PROCEDURE IF A PUPIL IS FOUND TO BE MISSING ON SITE

1. Contact the Head/Secretary immediately
2. Call the register to check and establish which pupil is missing
3. Complete an initial search which may include all, or some of, the following checks:
 - Members of staff will be directed to check grounds and rooms to ensure the pupil has not hidden or been accidentally locked in/out anywhere within the boundary e.g. behind electronic gates or toilets
 - One appointed member of staff should leave the site to look around the immediate locality
 - Other parts of the campus and sites are to be contacted to check the pupil has not joined another group after an activity or outing if appropriate
 - The CCTV will be checked
 - Pupil records checked on CPOMS
4. If the initial search does not locate the pupil, a member of staff should contact all members of Preparatory staff still on site, the Head of College, Head of the Prep, the Bursar, the Marshal, who will in turn inform their departments.
5. If the pupil remains missing, then the following procedure should be followed:
 - HoM to inform resident pastoral care team, Marshal, Deputy Head (Pastoral), Head.
 - Every attempt must be made to contact parents (messages must be left on parents' answer phones at home and at work if there is no answer).
 - Police advice sought in situations where the absence is unusual or inexplicable.

UPPER SCHOOL PROCEDURE IF A PUPIL IS FOUND TO BE MISSING ON SITE

In the event of a member of staff suspecting a pupil is unaccounted for the Marshal must be informed and the following procedure adopted.

1. The Marshal will make check in House (with House staff) and then, in tandem with the House staff, complete an initial search which may include some or all of the following checks:
 - Check the pupil's timetable and whether he/she could be in the library or in a music lesson
 - Calling parents
 - Check with the Health Centre to see whether the pupil has reported sick or has an appointment
 - Call the pupil's mobile telephone number (HoM has a list)
 - Contact the pupil's friends
 - Contact staff i/c last activity



- Review the School CCTV
 - Pupil records checked on CPOMS
 - Attempt to establish whether pupil may have used public transport.
2. The HoM should then be informed (Assistant HoM in the HoM's absence) if they have not been already.
 3. The HoM should ensure all of the initial checks have been completed.
 4. If the pupil remains missing, then the following procedure must be followed:
 - HoM or Marshal to inform resident pastoral care team, Marshal, Deputy Head (Pastoral), Head.
 - Every attempt must be made to contact parents (messages must be left on parents' answer phones at home and at work if there is no answer).
 - Police advice sought in situations where the absence is unusual or inexplicable.

PROCEDURE IF A PUPIL IS FOUND TO BE MISSING WHILST ON AN OUTING

If a pupil is found to be missing while on an outing the member of staff supervising must contact:

- *In the Prep/Pre-Prep* - Head or school secretary immediately
- *In the Upper School* - Head or Deputy Head or Marshal or site contact or appropriate HoM immediately
- The rest of the group should be kept together and the register re-checked
- The trip leader will organise the other members of staff present to look in the area for the pupil and ensure all other pupils are fully supervised and in ratio
- If the Pupil is still missing after a full search of the area the Head or Deputy Head will contact the police and the parents. If the outing is an overseas trip the British Embassy or Consulate should also be contacted.

ASSESSING THE RISK

When assessing the timelines and appropriate actions of the above procedure a number of contextual factors should be taken into account:

- Possible threat factors: Time of day, time possibly missing, darkness, weather conditions, known local concerns;
- Individual pupil circumstances: age, judgement, known personal, pastoral or disciplinary issues, mood and/or communications prior to going missing, previous instances of going missing;
- Any parental indication of concern;
- In the case of a pupil about whom there are pre-existing welfare concerns then the time-frame must be compressed.

WHEN THE PUPIL HAS BEEN FOUND

The action required when a pupil has been located will be dependent on the situation.

If the pupil is in the care of a parent or guardian, then confirmation must be sought from the parent or guardian but the pupil can remain in their care. Otherwise attempts should be made to persuade the pupil to return to school. If the pupil refuses to return to school, the parents should be contacted and discussion should be held to decide upon the



appropriate next steps. If a member of staff is with the pupil (e.g. they physically found them) they should remain with them until the situation has been resolved.

INFORMATION TO BE PROVIDED TO THE POLICE

When the School contacts the Police the following information should be provided:

1. The pupil's name
2. The pupil's age and date of birth
3. An up to date photograph if possible
4. A physical description of the pupil
5. Any disability, learning difficulty or special educational needs that the pupil may have
6. The pupil's home address and telephone number and details of his/her parents/guardians
7. A description of the clothing the pupil is thought to be wearing
8. Any relevant comments made by the pupil

MISSING PUPIL INCIDENT REPORT

In the event that a pupil is classified as 'Missing' then a written record of the incident must be submitted via CPOMs which should include the following information:

1. The pupil's name
2. Dates and times (e.g. when it was first noticed that the pupil was missing)
3. The actions taken
4. Whether the Police or Social Services were involved and a summary of their actions
5. Final outcome, or resolution, of the incident
6. Reasons given by the pupil for being missing
7. Any concerns about the handling of the incident
8. A record of the staff involved

N.B. A pupil going missing from school or from home can be a potential indicator of significant pupil welfare issues including abuse or neglect. Further actions may be necessary and will be triggered by the Designated Safeguard Lead (DSL), Deputy Head and HoM (as a result of the logged CPOMs incident).

SHOULD A PUPIL WITH A CHILD STUDENT VISA (FORMERLY KNOWN AS TIER 4 VISA) GO MISSING

As a sponsor for pupils under the Home Office Child Student visa (formerly known as Tier 4 visa), the School is aware of its responsibility to report promptly to the United Kingdom Visas and Immigration (UKVI) department of the Home Office in cases where a pupil with a child student visa is found to have contravened the terms of their visa. Pupils must have an attendance rate of 80% in order to be compliant with the restrictions placed on them.

Any authorised absence must be noted and added to the student's file.



If a pupil misses ten consecutive "contacts" (defined as teaching days, which would be fewer than two full weeks) they need to be reported to the UKVI.

FEMALE GENITAL MUTILATION (FGM) AWARENESS

FGM is illegal in the UK and a form of child abuse and violence against women. The College has a professional duty to share information and concerns with both the Local Authority and the Police.

In line with the College's Safeguarding and Protecting Children Policy, staff will be explicitly questioning parents and carers in regards to any absence concerns that may relate to Female Genital Mutilation (FGM), e.g. the pupil is taken out of the country for a prolonged period (holiday of six weeks to two months or more), or the pupil is taking a long holiday to their country of origin or another country where the practice is prevalent.)

For further information on FGM please see the Clifton College Safeguarding and Protecting Children Policy.

FORCED MARRIAGE

Forcing a person into a marriage is a crime in England and Wales. As detailed in the Government's statutory guidance: [The Right to Choose: Multi-agency statutory guidance for dealing with forced marriage](#), absence and persistent or request for extended leave of absence and failure to return from visits to country of origin are all potential warning signs. Staff will raise any concerns they have with the DSL.