



Walthamstow Hall

MISSING PUPIL POLICY AND PROCEDURE FOR THE SENIOR SCHOOL

Policy includes:

- 1. Pupils missing from education**
- 2. Pupils missing during the school day or on a school visit.**

1. Pupils missing from education

There are a number of instances where a pupil might be missing from education in school, for example, through long-term serious illness. In these circumstances, close and regular communication with parents/carers is maintained and supporting professional information is required if relevant. Furthermore, the school has safeguarding duties under section 175 of the 2002 Education Act in respect of our pupils and, as part of this, we are required to investigate any unexplained absence. A pupil may be missing from education because they are suffering from abuse or neglect, or are at risk of serious harm. In particular, we are mindful of the statutory guidance 'Keeping Children Safe in Education' (Sept 2016) with regard to child sexual exploitation(CSE) and female genital mutilation(FGM). If there is evidence or suspicion of any form of abuse or FGM, the school will activate the school and local safeguarding procedures for multi-agency liaison with police and children's social care.

2. Pupils missing during the school day or on a school trip.

At Walthamstow Hall we aim to take all possible measures to ensure that pupils do not go missing whilst on school premises or on school trips. Formal registers are taken twice a day, before morning lessons and at the end of the afternoon. Any absences are followed up promptly. During the school day, teachers are also expected to be aware of any students missing from lessons and to follow up any concerns they might have about a pupil's absence from a lesson. Walthamstow Hall takes the view that a pupil is 'missing' if the pupil is not present without authorisation or explanation.

This policy applies to all pupils in the Senior School. The Junior School at Walthamstow Hall has a separate policy. We are fully committed to ensuring that the application of this policy is non-discriminatory in line with the Equality Act 2010. The school seeks to implement this policy through adherence to the procedures set out in the rest of this document. This policy should be read in conjunction with the:

- Safeguarding (Child Protection) Policy
- Admissions and Attendance Policy
- Fire Risk Safety Policy
- Behaviour Policy
- Major Incident Procedures

Procedure

- Registers should be taken at the beginning of each lesson by subject staff and at the beginning of each out of hours extra-curricular activity and regularly during every off site activity. Teachers should follow up any unexplained absences.
- In the event that a pupil is recorded as present in morning registration but is not present or accounted for in her lessons and her absence cannot be explained (eg she has not signed out, she has not been sent home by the School Medical staff, nor had a music/drama/learning support lesson), staff must inform a senior member of staff without delay.
- The exact point and time of when and where the pupil was last seen and by which adult must be ascertained. The adult last responsible for the child must be questioned as to the whereabouts of the pupil.
- In the event that the pupil's absence cannot be explained and accounted for, a search of the building and grounds will be organised and the Headmistress will be informed. All parties involved in searching for the pupil should liaise with administrative staff in the Hub/ School Office
- In the event of the pupil not being located, parents and police will be informed.
- At whichever point the pupil is found, she must be reassured and all adults involved in her care must be convinced of her wellbeing and safety. In the event of any concerns, the school will implement its relevant policies and procedures.
- A record of all events leading to the incident must be recorded, reviewed and action implemented as appropriate. All processes in the search for the missing pupil must be recorded and reviewed. All search records and reviews must be given to the Headmistress (she is the Designated Safeguarding Lead).

Procedure for pupils missing on a school trip

- An immediate headcount will be carried out to ensure that all other pupils are present.
- An appointed teacher (not the Trip Leader) will search the immediate vicinity and the venue manager will be alerted if possible.
- The remaining pupils will gather in a supervised designated place or, if applicable, return to the coach.
- If the pupil has not been found after approximately one hour, the Trip Leader will contact the DSL at school.
- If necessary the parents and police will then be contacted and the party on the trip will act in accordance with guidance from the school and the police.
- A full report will be made by the Trip Leader and submitted to the DSL (the Headmistress). The report will state the reasons for the reason for the disappearance and the manner in which the school responded.

This policy has regard to the guidance issued by the Secretary of State.

Walthamstow Hall policies are approved, ratified and reviewed regularly by the Governing Body in the light of statutory requirements.

Reviewed June 2017
Next Review June 2018

Signed: Date:

Mrs J Adams
Chair of Governors