



# Loughborough Grammar School

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Policy Title: Missing pupil policy

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Point of Contact (Reviewer): TGW

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The welfare of all of our pupils is our paramount responsibility. Every adult who works at the school is aware that they have a responsibility for helping to keep all of the pupils safe at all times. It is the responsibility of all staff to search actively for pupils who are missing, including working with the police where appropriate.

Our staffing ratios are generous and are deliberately designed to ensure that every pupil is appropriately supervised when in our care. For the purposes of this policy, the term 'missing' refers to a pupil being absent without authorisation or explanation.

Pupils register using the thumb print system before school starts in the mornings and again at lunchtime. A list of absentees is held in the school office.

On occasions when a staff member identifies a pupil as missing from their expected location, the procedures set out below must immediately be followed.

Communications with parents and the appropriate services (particularly the police) are an integral part of the procedure and all instances of a missing pupil must be reported to the Deputy Head and the relevant Head of Year.

This policy is available to all interested parties on our website and should be read in conjunction with the Safeguarding Policy. This documentation also complies with the National Minimum Standards for Boarding (2015), Standard 15: Staffing and Supervision.

### **Procedure: Missing Day Pupils**

A pupil may be identified as missing:

- A failure of a boy to register: this is monitored by the Front Office.
- by comparing pupils in a class with the day's absence sheet kept in the relevant school office
- by a report of a missing child by a fellow pupil

If a boy does not register in the morning, the front office will phone home to establish whether the boy is sick/away with parental knowledge.

When teaching, running an activity or doing sports, the member of staff responsible should check to ensure that all the boys are present. If one is missing, the member of staff must immediately notify the school office who will:

- contact and make the necessary check such as the tutor/teacher to assess whether the absence is expected, the Medical Centre, the LES Music School or the LGS Councillor to check for any known medical emergency.
- check all lists of trips out of School

If the pupil is still found to be missing, the front school office will immediately:

- inform the Deputy Head and the Head of Year who will initiate and oversee a search of the campus
- Attempt to make contact with the pupil via his mobile phone number in SIMS
- co-ordinate and make the necessary search of the school campus
- advise all teachers due to teach or the pupil later that day that they must immediately inform the office if the pupil appears

If the site search fails:

- the Deputy Head and parents will be informed
- on completion of an initial search of the local area and any subsequent searches made over the day, parents will continue to be informed of progress
- and if the Deputy Head or the parents are unable to contact the boy, the Deputy Head will inform the police
- the Deputy Head will also inform the Headmaster

If the pupil is found, or the incident is otherwise resolved:

- the Deputy Head and parents will be directly informed by the school office
- the police will be informed if they have been involved
- the Deputy Head will provide a written report to the Headmaster, who may decide to initiate a full inquiry. The report and the incident log, and the results of any inquiry will be kept on the pupil's file.

### **Procedure: Missing Boarders**

During the school day, the procedure is the same as that for a missing day pupil, but in addition the school office will inform the pupil's Boarding Housemaster.

A boarder may be identified as missing if his whereabouts cannot be confirmed visually, from information provided by the pupil or other trustworthy pupils with regard to their movements, the sign-in book or phone contact with them or their parent/guardian.

Staff discovering a discrepancy must:

- notify the Boarding Housemaster immediately, the Deputy Head and/or the duty boarding staff member
- attempt to ascertain whereabouts from the pupil's friends
- attempt to contact the pupil on his mobile phone
- arrange a check of the school grounds
- contact staff who might previously have taught the pupil that day (if a weekday)
- check the list of trips and activities out of School

If a pupil is still missing, the staff should:

- inform the Deputy Head or in his absence the Headmaster
- notify the Boarding housemaster and check for any known circumstances that might have led to the pupil being missing
- notify Level 1, tier 4 staff
- The Housemaster will contact their parents/guardians (with due regard for time zones)
- contact back-up duty staff, and request assistance as appropriate
- arrange a search of local roads, shops, potential haunts etc. on foot or by car (where appropriate)

On completion of this and any subsequent searches made, the Deputy Head or Headmaster and parents/guardians should be informed of progress. The Boarding housemaster will arrange for the police to be informed.

If the pupil is found, or the incident is otherwise resolved:

- parents/guardians and the Deputy Head/Headmaster will be directly informed by the Boarding staff
- the police will be informed if they have been involved

- the Deputy Head or Boarding Housemaster will initiate a full inquiry, and provide a written report. This report and the incident log will be kept on the pupil's file