



# 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 except for the Nursery where a separate policy exists. 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)
- Boarding schools: national minimum standards (DfE, 2022)

## 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 a 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.

Useful contact numbers:

<b>Duty Phone Upper:</b>	<b>07803 507 790</b>
<b>Duty Phone Prep:</b>	<b>07534 044 842</b>
<b>Marshal:</b>	<b>0117 3157 148</b>
<b>Upper Head Master office :</b>	<b>0117 3157 106</b>
<b>Hammond Building (Upper School Deputies):</b>	<b>0117 3157 175</b>
<b>Preparatory School Headmaster office:</b>	<b>0117 3157 501</b>
<b>Preparatory School office:</b>	<b>0117 3157 502</b>

### PROCEDURE IF A PUPIL IS FOUND TO BE MISSING ON SITE

#### PREPARATORY and PRE-PREPARATORY SCHOOL

1. Contact the Deputy Head Pastoral/Secretary immediately
2. Check the pupil's timetable and whether he/she could be in the library, with counsellor or in a music lesson
3. Complete an initial search which may include all, or some of, the following checks:
  - Search lead to create crisis team communication group (WhatsApp) to enable dedicated updates to essential staff.
  - 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 with a focus on high risk areas (Suspension bridge (SB Security / CCTV 07792063181), Seawalls, Clifton Down station).
  - 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 Marshal, who will in turn inform their departments.
5. If the pupil remains missing while the initial search is ongoing, 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 is sought.



## UPPER SCHOOL

In the event of a member of staff suspecting a pupil is unaccounted for the Marshal & a member of SLT (DHP preferably by contacting the Hammond building ext 175) must be informed and the following procedure adopted.

1. The Marshal will 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
  - Call parents
  - Check with the Health Centre (638) and Wellbeing (287) to see whether the pupil has reported sick or has an appointment
  - Call the pupil's mobile telephone number (HoM has a list) (pupils in yrs 9-11 have no phones on them during the academic part of the day)
  - 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 and the House is thoroughly checked (bathrooms/changing rooms/toilets)
4. If the pupil remains missing while the initial search is ongoing, then the following procedure must be followed:
  - HoM or Marshal to inform resident pastoral care team, Marshal, Deputy Head (Pastoral), Head & DSL.
  - Search lead to put a message on the crisis team communication group (WhatsApp) to enable dedicated updates to essential staff.
  - 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 is sought.
  - Search off site with a focus on high risk areas (Suspension bridge, Seawalls, Clifton Down station).

## 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 a Deputy Head or Marshal or site contact or appropriate HoM immediately. Duty phone number: **07803 507 790**
- 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 Pastoral 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.