



## **Missing Pupil Policy Whole School including EYFS and Boarding**

### **Introduction**

The welfare of all pupils at The Mount School York is our paramount responsibility. Every adult who works at the School has been trained to appreciate that he or she has a key responsibility for helping to keep all pupils safe. Our staffing ratios are generous and in the Junior School, are deliberately designed to ensure that every child is supervised the whole time that they are in our care. In the Senior School systems are in place to follow up any absence speedily.

### **Actions to be followed by staff if a pupil goes missing from School (including After School Care and Extra Curricular Activities)**

During the day, pupils are registered at 7.30am in Pre-School, 8.30am in Senior School and 8.40am in Junior School, at the start of every lesson in Senior School, and at 1.35pm in Senior School and 1.00pm in Junior School. Where a pupil is absent the register should be taken with no explanation and the following should happen:

- Inform Reception.
- Reception would check absence is legitimate.
- Pupils would be asked if they know where the pupil might be and would be asked to try to contact the missing pupil using their mobile devices.
- Alert Head of Year and Class Teachers, who will check if the pupil is having an extra lesson, is in the Medical Centre, Library, changing or locker rooms. Staff may interview peers to ascertain the pupil's last known whereabouts.
- A search of the School will take place checking CCTV footage of doors and gates for signs of entry/exit
- The Principal/Head of Junior School/DSL would be informed.
- If the pupil was not found within ½ hour then the fire alarm would be set off and a roll call taken.
- Parents and the Police would then be informed by the Principal/Head of Junior School.
- The Police would be informed if the whereabouts of the pupil is still unclear and the School would cooperate fully with any Police investigation and any safeguarding investigation by Social Care.
- The Principal would inform the Clerk of Committee.
- Media queries should be referred to the Principal.
- The School Insurers would be informed.
- If the child is injured a report would be made under RIDDOR to the HSE.
- A full record of all activities taken up to the stage at which the pupil was found would be made for the incident report.

### **Action to be taken if a boarder goes missing**

Boarders are registered at every meal, and at bed time. In the event of unexplained absence of a boarder outside normal school hours, the following should happen:

- A complete search of the Boarding House and those areas of the School to which the boarders have access. Duty staff may interview peers to ascertain the girl's last known whereabouts.
- An attempt will be made to contact the missing girl on her mobile telephone.

- In daylight and if practical, fellow boarders will be asked to assist with a thorough search of the grounds.
- The fire alarm will be sounded and a roll call taken.
- The duty Housemistress will inform the Principal/duty member of SLT.
- Parents and the Police would then be informed by the Principal.
- The Police would be informed if the whereabouts of the pupil is still unclear and the School would cooperate fully with any Police investigation and any safeguarding investigation by Social Care.
- The Principal would inform the Clerk of Committee.
- Media queries should be referred to the Principal.
- The School Insurers would be informed by the Director of Business Operations.
- If the child is injured a report would be made under RIDDOR to the HSE.
- A full record of all activities taken up to the stage at which the pupil was found would be made for the incident report.

**Actions to be followed by staff if a pupil goes missing on a school trip:**

- An immediate head count would be carried out in order to ensure that all the other pupils were present.
- An adult would search the immediate vicinity.
- Pupils would be asked if they know where the pupil might be and would be asked to try to contact the missing pupil using their mobile devices.
- Once it has been ascertained that the pupil is missing the School emergency contact would be informed as per the Risk Assessment. The Principal/Head of Junior School would also be informed.
- Parents would then be informed by the Principal/Head of Junior School from School.
- Support would be given to the member of staff on the trip.
- The School would contact the local Police. The School would cooperate fully with any Police investigation.
- The Principal would inform the Clerk of Committee.
- Media queries should be referred to the Principal.
- The School Insurers would be informed by the Director of Business Operations.
- If the child is injured a report would be made under RIDDOR to the HSE.
- A full record of all activities taken up to the stage at which the child was found would be made for the incident report.

**Actions to be followed by staff once the pupil is found**

- Talk to, check the wellbeing of the pupil and take a statement.
- In Junior School speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing.
- Relevant agencies and parents should be informed.
- A detailed report should be made covering: time, place, numbers of staff and pupils, when the pupil was last seen, what appeared to have happened, (the purpose of the outing if applicable), the length of time that the pupil was missing and how they appeared to have gone missing.
- Media queries should be referred to the Principal.
- Lessons for the future would be noted and acted upon.