



ST. JOSEPH'S COLLEGE  
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# Pupil Missing from Site Policy

<b>Policy Owner</b> CDH (Prep)	<b>Associated documents</b>	<b>Legal Framework</b>
<b>Review by</b> SLT	<b>Review frequency</b> Annual	<b>Next Reviewed date</b> March 2026



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## **Pupil Missing from Site Policy**

This policy relates to all sections of St Joseph's College, including the Early Years Foundation Stage.

### **INTRODUCTION**

The welfare of all of our children at St Joseph's College is our paramount responsibility. Our staffing ratios are generous and are deliberately designed to ensure that every child is supervised the whole time that he or she is in our care.

### **INFORMATION FOR PARENTS**

Our pupil supervision policy describes:

- The arrangements for children arriving at school and leaving the premises at the end of the day
- The qualifications of our staff and the arrangements for supervising the children whilst they are in school
- The arrangements for registering the children in both morning and afternoon. We take a register of pupils at the start of the morning and afternoon sessions. Parents are responsible for notifying the school if their child is absent for any reason. The school will always contact the parent if the child fails to arrive at school without an explanation.
- The physical security measures which prevent unsupervised access to or exit from the building
- The supervision of the playground and the physical barriers that separate it from the rest of the school.

The enhanced supervisory arrangements for outings involving our pupils are set out in our Educational Visits Policy. This document is on our website and can be provided to parents on request. We review these policies regularly (at least once a year) in order to satisfy ourselves that they are robust and effective.

All new staff receive a thorough induction into the importance of effective supervision of pupils and read Part 1 of the DfE's 'Keeping Children Safe in Education' guidance and Annex B.

### **ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING FROM THE SCHOOL**

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child was found to be missing, we would carry out the following actions:

- Take a register in order to ensure that all the other children were present
- Check with the pupil's friends to see if they know their whereabouts (Year 1 and above)
- Check the Prep Reception
- Check with Senior School Reception who will check the signing out/in books



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- Check with the child's Form Tutor
- Inform the SLT member of staff on duty
- Call the pupil's mobile telephone (Year 7 and above)
- Ask all of the adults and pupils calmly if they can tell us when they last remember seeing the pupil
- Occupy all of the other pupils in their classroom(s)
- At the same time, arrange for one or more adults to search the school grounds. For EYFS children, check everywhere within the Acorns Centre and Reception classroom, both inside and out, carefully checking all spaces, cupboards, washrooms etc. where a small child might hide
- Check the doors, gates and CCTV records for signs of entry/exit

If the pupil is still missing (EYFS - 15 minutes; Years 1 to 6 - 40 minutes; Years 7 to 13 - 60 minutes) the following steps will be taken:

- Inform the Head, one of the College Deputy Heads and the Designated Safeguarding Lead (DSL)
- The Head or one of the College Deputy Heads to ring the pupil's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the school at once
- The DSL, Head, or one of the College Deputy Heads to notify the Police
- The Head or one of the College Deputy Heads to arrange for staff to search the rest of the school premises and grounds
- If the pupil's home is within walking distance, a member of staff would set out on foot to attempt to catch up with him/her
- The DSL to inform the Berkshire West Safeguarding Children Partnership and the school's Local Authority Designated Officer (LADO)
- The school would co-operate fully with any Police investigation and any safeguarding investigation by the local authority.
- Inform the Chair of Governors
- The College insurers would be informed
- If the pupil is injured, a report would be made under RIDDOR to the Health & Safety Executive (HSE)

A record is kept by the school of any instances in which a pupil is missing from school without satisfactory permission and documentation, including the action taken and the pupil's explanation.

During the course of the investigation into the missing pupil, the school, in consultation with the LADO, will decide what information should be given to other parents, staff and other pupils and how press enquiries are to be dealt with.

A full record of all activities taken up to the stage at which the pupil was found would be made for the incident report. If appropriate, procedures would be adjusted.

### **ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING ON AN EDUCATIONAL VISIT**

- An immediate register would be carried out in order to ensure that all the other pupils were present
- An adult would search the immediate vicinity



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- Check with the pupil's friends to see if they know their whereabouts (Year 1 and above)
- Call the pupil's mobile telephone (Year 7 and above)
- Ask all of the adults and pupils calmly if they can tell us when they last remember seeing the pupil

If the pupil is still missing (EYFS - 15 minutes; Years 1 to 6 – 40 minutes; Years 7 to 13 – 60 minutes) the following steps will be taken:

- Inform the Head, one of the College Deputy Heads or the DSL by mobile phone
- The remaining pupils to be taken to an appropriate location e.g. room at the venue, return to school or accommodation if a residential trip
- The Head or one of the College Deputy Heads to ring the child's parents and explain what has happened, and what steps have been set in motion. Discuss whether they wish to come to the venue/ the school
- Contact the venue manager and arrange a search
- Contact the Police
- The DSL would inform the Berkshire West Safeguarding Children Partnership and the school's LADO
- The school would cooperate fully with any Police investigation and any safeguarding investigation by the local authority
- Inform the Chair of Governors
- The school's insurers would be informed
- If the child is injured, a report would be made under RIDDOR to the Health & Safety Executive (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. The school will review its procedures and, if appropriate, these would be adjusted.

### **ACTIONS TO BE FOLLOWED BY STAFF ONCE THE CHILD IS FOUND**

- Talk to, take care of and, if necessary, comfort the child
- Speak to the other pupils to ensure they understand why they should not leave the premises/separate from a group on an outing
- The Head or one of the College Deputy Heads will speak to the parents to discuss events and give an account of the incident (having discussed this beforehand with the LADO if necessary)
- The Head or one of the College Deputy Heads will promise a full investigation (if appropriate involving the Berkshire West Safeguarding Children Partnership)
- Media queries should be referred to the Head (after discussion with the LADO if appropriate)
- The investigation should involve all concerned providing written statements
- The report should be detailed covering: time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, [the purpose of the outing], the length of time that the child was missing and how s/he appeared to have gone missing, as well as lessons for the future.