



## MISSING PUPIL POLICY – SENIOR SCHOOL

### 1. Policy Statement and Aims

This policy applies to staff (including volunteers), pupils and parents of Epsom College in Malaysia. This policy should be read in conjunction with the College's Safeguarding (Child Protection) Policy and Supervision of Pupils Policy. The procedures in this policy may be adapted as necessary. The Headmaster and Deputy Head (Pastoral) have a wide discretion in relation to the procedures in this policy.

Through the operation of this policy we aim to:

- promote the safety of pupils at all times;
- ensure that College staff know how to respond if a pupil goes missing.

For the purposes of this policy, the term 'missing' refers to a pupil being absent without authorisation or explanation.

### 2. Publication

This policy is published to all staff via the Common Room Handbook. Parents may request a copy from the College or review the policy on the College website.

### 3. Responsibility

The Governors delegate appropriate responsibilities for the day to day management of the College to the Headmaster. In practice, all members of staff contribute to the safety of pupils at the College by providing appropriate supervision in accordance with the College's Supervision of Pupils policy, the staff duty rota and any other directions of the Headmaster and Executive Leadership Team.

### 4. Missing Pupils

A pupil who is not present for registration, or is absent from a lesson, activity or is found to be missing from the Boarding House overnight. is deemed to be a missing pupil. All members of staff are instructed to report a missing pupil to his or her Housemaster/mistress ("HMM") as soon as possible, following the procedures as set out below:

- a) In the event a pupil is missing from morning registration who has not yet arrived at school, procedures shall be followed as outlined in the **College Attendance Policy – Senior School**.
- b) In the event a pupil is missing from morning registration who boarded the previous evening, the procedures below shall be followed if the HMM cannot immediately locate the pupil in the Boarding House/via mobile phone.
- c) In the event a pupil is missing from afternoon/evening registration who is known to have been in College earlier in the day, the procedure below shall be followed if the HMM cannot immediately locate the pupil in the Boarding House/via mobile phone and the HMM has not been notified that they are with another member of staff.
- d) In the event a pupil is missing from an academic lesson and the teacher has checked that the pupil is registered as present in College on iSAMS, the class teacher must notify the HMM **by the next available break in lessons** either in person or via email. **The ‘next available break in lessons’ implies by break-time, lunch-time registration or shortly after the end of Period 7.**
- e) In the event a pupil is missing from a Co-Curricular Activity (“CCA”), the teacher must record this on the electronic register. The CCA coordinator will then chase up non-attendees who were known to be in school with the HMMs.

If, after notification that a pupil is missing, the HMM’s immediate attempts to locate the pupil in the Boarding House/via mobile phone are not successful, the procedures below are then followed (with a record kept of each action by the HMM and/or DSL:

- The Medical Centre will be contacted to see if the pupil has reported sick.
  - The teachers who taught that pupil earlier in the day and other pupils, including friends of the missing pupil, will be questioned in order to ascertain at what time he/she went missing.
  - A thorough search of the whole school will be set in hand by as many staff as possible, including a check of the Guard Houses to see if the pupil has left the College grounds, either on foot or by car (see Appendix 1 for details of areas to be searched).
  - The Designated Safeguarding Lead (DSL), Deputy Head (Pastoral) and the Headmaster will be informed.
  - A phone call would be made to the pupil’s parents or guardian explaining what has happened, describing the steps that have been set in motion and inviting them to come to the school at once.
  - A fire drill might be held in order to ensure that he/she is not on the site.
  - The Police will be contacted and their advice would be followed.
  - The Chairman of Governors will be informed.
  - The insurers would be informed.
  - A full investigation into the circumstances would be carried out. Witnesses would be interviewed and asked to provide written statement.
- f) In the event a pupil is missing from the Boarding House overnight and cannot be immediately located via a search of the Boarding House or via mobile phone, the HMM will follow the procedure as outlined below:
    - Friends of the missing pupil will be questioned to ascertain any information.
    - The Medical Centre will be contacted to see if the pupil has reported sick.

- Checks will be made at the Guard Houses to see if the pupil has left the College grounds, either on foot or by car.
- The Designated Safeguarding Lead (DSL), Deputy Head (Pastoral) and the Headmaster will be informed.
- A thorough search of the whole school will be set in hand by as many staff as possible.
- A phone call will be made to the pupil's parents or guardian explaining what has happened, describing the steps that have been set in motion and inviting them to come to the school at once.
- A fire drill might be held in order to ensure that he/she is not on the site.
- The Police will be contacted and their advice would be followed.
- The Chairman of Governors will be informed.
- The insurers would be informed.
- A full investigation into the circumstances would be carried out. Witnesses would be interviewed and asked to provide written statement.

#### **5. Procedure for pupils missing during or following a school trip or visit**

The College's Educational Visits policy and detailed procedures for staff organising visits provide a framework for managing school visits, taking into account the College's safeguarding and health and safety responsibilities. Appropriate staff supervising ratios are agreed by the Deputy Head (Pastoral) and supervising arrangements will be relevant to the locality, age of pupils and type of activity. The following procedures apply if a pupil goes missing on a College trip or visit or has not arrived at College following a journey. The member of staff in charge will:

- attempt to contact the pupil
- organise for accompanying staff / volunteers to search the immediate vicinity and/or the group's recent locations
- check whether there were any delays or changes to the journey
- check with other pupils and ask them if they have any knowledge of the missing pupil's whereabouts

If the pupil is not found, the member of staff in charge will contact the Deputy Head (Pastoral). The Deputy Head (Pastoral) will contact the pupil's parents. If the trip is taking place during College holidays, the designated senior staff contact for the trip will be contacted.

The Deputy Head (Pastoral)/ senior staff contact will agree with the member of staff in charge of the trip the procedure for contacting the pupil's parents and if necessary, the local police.

#### **6. Information to be provided to the Police**

When the College contacts the Police, the following information should be provided:

- the pupil's name
- the pupil's age
- an up to date photograph if possible
- the pupil's height, physical description and any physical peculiarities
- any disability, learning difficulty or special educational needs that the pupil may have
- the pupil's home address and telephone number
- a description of the clothing the pupil is thought to be wearing
- any relevant comments made by the pupil such as "I'm going to run away".

The information will then be passed to the various police stations through police channels.

## **7. Once a pupil has been found**

If an extensive search of the College premises (or the surrounding area on a school trip) has been initiated due to a pupil going missing, the Deputy Head (Pastoral) will meet with the pupil and consider the following:

- whether the absence was deliberate or if the pupil has broken College rules in which case sanctions may apply
- whether the pupil is distressed about some element of College life and what action may need to be taken to resolve the situation
- whether there are safeguarding concerns, in which case the matter will be referred to the Designated Person for Child Protection (the Deputy Head (Pastoral)).

## **8. Review**

This policy is reviewed annually, or as and when new statutory guidance to schools may apply, and updated as necessary. In undertaking the review the Deputy Head (Pastoral) will take into account any records of incidents that indicate that there may be a problem with supervision, pupil support or security at the College and any issues raised by individual members of staff, parents and pupils.

The Deputy Head (Pastoral) will keep a full written record of any missing pupil incident involving the police.