



**THE PERSE**  
UPPER SCHOOL  
CAMBRIDGE

## **Perse Upper School Missing Pupil Procedure**

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**January 2021**

Covid-19 Procedures added 8 January 2021

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## **Introduction**

This policy is applicable to all pupils in the Upper School (the **School**). It has been drafted in compliance with *Keeping Children Safe In Education (September 2020)* and should be read in conjunction with the *School's Safeguarding and Child Protection Policy*, which is available on the School's website.

The School expects to be notified by parents or legal guardians of all pupil absences either in advance of the day or at the start of the day they are absent (details of this procedure are in the Parent Handbook). The School will follow up any unexplained absences as soon as is practicable using the procedures detailed below. Where reasonably practicable the School will hold more than one emergency contact for each pupil.

It is important to distinguish between a pupil's absence from school for an unknown reason (Children Missing from Education) and a pupil's disappearance from a lesson or activity after arrival at school. Please also see the *School's Safeguarding and Child Protection Policy* for details of the procedures to follow for Children Missing from Education.

Children going missing, particularly repeatedly, can act as a vital warning sign of a range of safeguarding possibilities. School attendance registers are carefully monitored to identify any trends. Action should be taken in accordance with the *School's Safeguarding and Child Protection Policy*, if any absence of a pupil from the School gives rise to a concern about their welfare.

## **Responsibility**

The Governing Body has overall responsibility for matters which are the subject of this policy.

All staff have a duty to safeguard and promote the welfare of pupils.

All members of staff contribute to the safety of pupils at the School by providing appropriate supervision under the guidance of the Head and Executive Leadership Team (ELT).

It is the duty of staff in charge of any pupil's supervision to check why a pupil is absent, although during the school day this may be delegated if that member of staff is busy.

## **Procedures for monitoring the whereabouts of Pupils**

To establish whether a pupil is missing it is a requirement to monitor the whereabouts of pupils. This includes use of the following procedures:

- During the Covid-19 pandemic when the School is closed to all pupils other than vulnerable children or children of critical workers, separate procedures as set out in Appendix 2 will be in place.
- Statutory registration: tutors must register all pupils at morning registration (with the exception of Thursdays for the Upper Sixth). Afternoon registration is completed by teachers in lessons at 2pm (years 7-11 only);
- In lessons, all staff should be aware of the pupils they should have in their care;

- On school trips/visits/fixtures; the staff in charge should ensure that scheduled meeting times and locations are specified and adhered to by pupils. The list of pupils on the trip should be presented to reception or placed in the post box out of school hours.

## **Absence Recording and Registration**

- Staff must record planned absences onto SIMS as soon as the School is notified – it is also good practice to copy correspondence to the Attendance Officer and Deputy Head (pupil development and welfare) if permission is required (over ½ day for non-medical absence).
- Parents are expected to contact the School every day their child is absent unless previous permission has been granted. Such absences must be recorded on SIMS when notified to the School.
- If a pupil has not been registered by their tutor they should use electronic registration as soon as they are on site (it is a disciplinary offence not to sign in).

## **Monitoring pupils on off-site activities**

- Staff must make meeting times and locations clear to all pupils.
- Regular head counts must be undertaken, especially when moving from one location to another.
- All pupils must have access to staff contact details during a trip (a laminated card is very useful).

## **When would a pupil be identified as missing?**

A pupil may be identified as missing:

- If an absence from school is not confirmed by contact with the home contact;
- By comparing pupils in a class with the day's absence sheet (i.e. if a pupil is previously marked present, but has not arrived in class) – the teacher should email reception no later than 20 minutes after the start time of the lesson;
- By a report of a missing child by a fellow pupil;
- On school trips/visits/fixtures, after trying the pupil's mobile phone, talking to their friends and conducting a brief search of the immediate area. The same principles apply if more than one pupil is missing.

**Any member of staff discovering a discrepancy must immediately notify the School Reception on extension 3800 (on external line 01223 403800) or email [reception@perse.co.uk](mailto:reception@perse.co.uk).**

## Missing Pupil Procedures

### 1. Pupils absent from school for an unknown reason:

- The Attendance Officer will check the absence lists, including the trips/visits lists and local train updates (where relevant to home address) from 9.30am (once late pupils have arrived) and produce a 'to look for list' by 10am;
- For Y7-11: If pupils have not been located during period 2 (ends 10.30am) – the Attendance Officer will call home contacts;
- For 6<sup>th</sup> form: tutor, Head of Year and Head of Section should be emailed – if no response is gained; the Attendance Officer will call home contacts after 11.30am;
- Where the home contact is not immediately available, the Attendance Officer will continue to try all contact numbers. If no contact can be made having tried periodically; the Attendance Officer will inform Deputy Head (pupils) by 12pm for follow up;
- Where the home contact has been spoken to and the pupil's absence is not confirmed with them, the Attendance Officer will immediately contact a member of the pastoral staff (usually the Head of Year/Head of Section).

### 2. Pupils identified as missing during the school day:

On receiving notification of a discrepancy, Reception will contact the Attendance Officer who will:

- Check Liveregister to see if the pupil has signed in/out;
- Contact the medical room (3826) and Library (3829). The Attendance Officer will also consult lists provided by Music (3831) and Learning Support (3844) and check for email acknowledgement from the School Counsellor (3823) and check the bulletin for in-school events and trips/visits lists (check: SharePoint/staff team site/educational visits and fixtures and calendar) to see if the pupil can be located;
- Contact relevant pastoral staff (the tutor, the Head of Year, Head of Section and Deputy Head (pupil development and welfare)). Upon receiving the email those staff will 'reply to all' to provide their availability. The first to reply that they are free will be the 'Case Manager'. If no one can take charge within 40 minutes; the Attendance Officer will contact the school office to take on the role of Case Manager.
- The Case Manager will make the necessary checks such as the tutor/teacher to assess whether the absence is expected and will check whether the pupil has turned up to their class by this time and ask pupils in the class if they know the pupil's whereabouts. The Case Manager will undertake a secondary check of library, music rooms, learning support, counsellors and medical centre.

If the Attendance Officer is unavailable, the senior member of staff in reception will carry out the role of Case Manager.

### **3. Pastoral Staff**

If the pupil is still missing after steps 1 or 2 above, the Case Manager will immediately:

- Inform the Deputy Head (pupil development and welfare) – extension 3896, or another appropriate ELT member, who will manage the incident and where appropriate initiate and oversee a search of the site (library, lavatories, changing rooms, music rooms are the usual starting places).
- Try to locate the pupil's mobile phone number (from one of their friends) to call them.
- Advise all teachers (via email) due to teach the pupil later that day that they must immediately inform the office if the pupil appears.
- Once all steps have been taken by the Case Manager, the Deputy Head (pupil development and welfare) will call the pupil's parents to find out if they have returned home.
- If the pupil is still not located; the missing procedures in step 5 below will then be followed.

### **4. Pupils identified as missing on a school trip**

- Not later than 1 hour after commencing searching the trip leader will contact the ELT on-call contact. The missing procedures in step 5 below will then be followed.

### **5. Member of ELT managing the incident**

If the site search fails, no later than 1 hour after commencing searching, the member of ELT managing the incident will:

- Inform the Head and the Deputy Head (pupil development and welfare).
- Parents will be kept informed of all progress.
- If appropriate, initiate a search of local area.
- At their discretion, and in consultation with the parents where possible (and usually not later than 2 hours of a search commencing), the Deputy Head (pupil development and welfare) in his role as DSL (after agreement with the Head or Bursar) will arrange for the police and Children's Social Care to be informed and will decide at what point it is appropriate to inform the Chair of Governors.
- Make arrangements for dealing with media enquiries.

Any decision to contact Children's Social Care will be taken in accordance with the School's *Safeguarding and Child Protection Policy* and procedures.

### **6. Resolution of the incident**

When the pupil is found, or the incident is otherwise resolved, the member of the pastoral staff or member of ELT managing the incident will inform the Head, the Deputy Head (pupil development and welfare) and parents directly.

The Deputy Head (pupil development and welfare) will inform the police and Children's Social Care if they have been involved.

## **7. Investigation**

Following resolution of the incident, the Head will initiate a full investigation, and require a written report from the member of ELT managing the incident. This report and the incident log will be kept on the pupil's file and in a central record of all such incidents.

## **Child Student Visa (including Tier 4) Sponsored Pupils**

In the event that a missing pupil is sponsored by the School under the Child Student Visa Points Based System (including Tier 4), the School will report to UKVI if the pupil misses ten consecutive contact points.

Each time the School's attendance register is completed for sixth form students at morning registration is treated as a contact point for these purposes.

The report will be made by the School's Level 1 user via the Sponsor Management System and in accordance with prevailing Child Student Visa sponsor guidance.

## **Risk Assessment**

The School has a Risk Assessment Policy for Pupil Welfare which is available on the School's website. Where a concern about a pupil's welfare is identified, the risks to that pupil's welfare will be assessed and appropriate action will be taken to reduce the risks identified.

The format of risk assessment may vary and may be included as part of the School's overall response to a welfare issue, including the use of individual pupil welfare plans (such as behaviour, healthcare and education plans, as appropriate). Regardless of the form used, the School's approach to promoting pupil welfare will be systematic and pupil focused.

The Head has overall responsibility for ensuring that matters which affect pupil welfare are adequately risk assessed and for ensuring that the relevant findings are implemented, monitored and evaluated.

Day to day responsibility to carry out risk assessments under this policy will be delegated to the Designated Safeguarding Lead who has been properly trained in, and tasked with, carrying out the particular assessment.

## **Record Keeping**

All records created in accordance with this policy are managed in accordance with the School's *Records Management Policy* and *Records Retention Schedule*.

Records created in accordance with this policy may contain personal data. The School has a number of privacy notices which explain how the School will use the personal data of pupils and parents. The privacy notices are published on the School's website. In addition, staff must ensure that they follow the School's data protection policies and procedures when handling personal data created in connection with this policy. This includes the School's *Data Protection Policy for Staff, Governors*

*and Volunteers and Information Security and Sharing Data Guidance* which are both contained in the *Data Protection and Information Security Handbook*.

## Policy Review

The Governors will undertake an annual review of this policy, its procedures and its operation as part of the School's annual review of safeguarding and update it as necessary.

## Version Control

Date of adoption of this policy	5 <sup>th</sup> January 2021
Date of last review of this policy	3 <sup>rd</sup> December 2020
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## Appendix 1

### Questions that could be asked when interviewing during a missing pupil investigation

- When was the pupil last seen?
- Who was the pupil with?
- What were they wearing?
- What emotional state did the pupil appear to be in?
- Has anything upset the pupil recently?
- Did the pupil speak to anyone about leaving?
- Who are the pupil's main friends at School?
- Does the pupil have a mobile phone and what is the number?
- Is there any reason to believe the pupil might have been abducted (e.g. custody dispute) or otherwise at risk?

### Information to be provided to the police/children's social care

- the pupil's name;
- the pupil's age/date of birth;
- an up to date photograph if possible;
- the pupil's height and any other physical description that is not shown by the photograph;
- a description of the clothing the pupil is thought to be wearing;
- any physical disability, learning difficulty or special educational needs that the pupil may have;
- the pupil's home address and telephone number and details of his/her parents/guardians;
- the pupil's mobile phone number if known;
- any relevant background information on the pupil's school record or home situation;
- any relevant comments made by the pupil or other pupils.

### Record keeping

The School will keep a full written record of any incident of a missing pupil. This written record will be kept on the pupil file and in a central record of all such incidents. The written record will include:

- the pupil's name;
- relevant dates and times (e.g. when it was first noticed that the pupil was missing)
- the action taken to find the pupil;
- whether the Police or Children's Social care were involved;
- outcome or resolution of the incident;
- any reasons given by the pupil for being missing;
- any concerns or complaints about the handling of the incident;
- a record of the staff involved.
- Any recommendations concerning future incidents.

### School Rules on attendance

Compulsory statutory registration takes place:

- all pupils - in the morning at tutor period (08:35-09:05) – with the exception of Thursdays for the Upper Sixth;
- Y7-11 only - during lessons at 2pm.

Pupils may not leave the site during the school day unless they have permission from a member of staff. One exception exists:

Sixth Form pupils must attend registration, assemblies, tutorials and all timetabled lessons including games and enrichment. They are free to leave school during private study (free) periods and break time.

The School cannot be held responsible for pupils who have left the site for private rather than School purposes. In these circumstances pupils leave the site at their own risk. This is made clear to pupils and parents on an annual basis.

Any pupil leaving the School site during the school day must register, using the registration box on the side of the Medical Centre, both on departure and on their return.

## Appendix 2 – COVID-19 Procedures for Vulnerable Children and Children of Critical Workers

During periods when the School is closed to all pupils apart from vulnerable children or the children of critical workers, the following procedures will apply:

- A list of pupils who are expected to attend each day will be provided by the Deputy Head (Operations and Curriculum) on a weekly basis.
- The ELT and duty staff will register pupils between 8:35-9:00am.
- The registers will be forwarded to the Attendance Officer for recording on SIMS and reporting to the DfE as required.
- By 10am the Attendance Officer will produce a list of pupils unaccounted for – i.e. those pupils who are not marked as present. The Attendance Officer will ring home for confirmation of absence.
- Where the home contact is not immediately available, the Attendance Officer will continue to try all contact numbers. If no contact can be made having tried regularly (at least every 15 minutes), the Attendance officer will inform the Deputy Head (pupil welfare and development) by no later than break time (10.30am) for follow up.
- Where the home contact has been spoken to and the pupil's absence is not confirmed with them, the Attendance officer will inform the Deputy Head (pupil welfare and development).
- The Deputy Head (pupil welfare and development) will manage the incident according to the procedures set out in Section 3 of the Missing Pupil Procedure above.