

### **Introduction**

The welfare of all our pupils is our paramount responsibility. Every adult who works at the school is aware that they have a responsibility for helping to keep all Stoics safe at all times. It is the responsibility of all staff to search actively for pupils who are missing, following the procedures identified below. Education (Independent School Standards) Regulations 2014 and National Minimum Standards 2022.

For the purposes of this policy, the term 'missing' refers to a pupil being absent without authorisation or explanation. This policy applies to all pupils on site and on an off-site visit/trip.

Our staffing ratios are generous and are deliberately designed to ensure that every pupil is appropriately supervised when in our care.

Pupils are registered before school starts in the mornings and in every lesson. Absences are alerted to HouseParents through the School's ISAMS system. A list of absentees is held on the school database managed by the Academic Administrator.

### **Missing Child (Day Pupil or Boarder) in Lessons and Activities**

Staff are expected to report a pupil absent from a lesson or activity immediately after the event having checked the relevant medical lists. HouseParents will often know the reason for absence and whether there is any immediate cause for concern, but it is vital that unexpected absences are followed up rapidly in case a pupil has gone missing.

Pupils who have been highlighted by the DSL as having a serious mental health concern which includes self-harm, suicidal ideation and/or being a flight risk, will have a risk assessment which includes the specific requirement to register that pupil as missing from house, lessons and activities within in the first 3-5 minutes of that event starting. If absent, the member of staff in charge should alert on ISAMs and also email the DSL, the pupil's HouseParent, Matron and Medical Centre immediately.

### **Missing Child in Boarding House**

Staff on duty in the boarding house must be particularly vigilant over prep stance at 7.30pm and at bed times, and must follow up any absences immediately. All pupils that have had 'leave out' must be checked for return at the appointed time.

Sensible searching of the immediate area should be undertaken, following clues or information forthcoming from any source, including fellow pupils. HouseParents have mobile numbers for all pupils and will attempt to contact them, in the first instance. If a pupil has run away, it is not unusual for others to know this and alerting other HouseParents is a useful way of finding further information. In the first instance, the signing out book/sheet in the Boarding House should be checked.

On occasions when a staff member identifies a pupil as missing from their expected location, the procedures set out below in the Missing Pupil Case Management Procedure must be followed within an hour.

Communications with parents and the appropriate services (particularly the police) are an integral part of the procedure and all instances of a missing pupil must be reported by telephone to the Houseparent or Assistant Houseparent on duty, in the first instance and the appropriate investigations made, including contacting parents in case of an unreported medical appointment etc.

**The Senior Houseparent will initiate a full inquiry and provide a written report in the pupil's file.**

This policy is available to all interested parties on our website and should be read in conjunction with the Safeguarding and Child Protection Policy. This documentation also complies with the National Minimum Standards for Boarding (April 2015), Standard 15: Staffing and Supervision.

**Missing Pupil case management procedure**

**If at any time, the missing pupil(s) appear, staff the HP or member of staff must immediately notify those members of ELT identified below:**

