

Winchester House School

Pupils Leaving the School Grounds - Missing Pupil Policy

This policy applies to the Whole School, including EYFS

Version 2

Responsible Governor: n/a

Last reviewed: 21st November 2023 (Match Day section added)

19th May 2021 (JM)

16 October 2020 (SL/JM)

19th May 2024 (AB)

Adopted by Governors: n/a

Next review due: 31st August 2025 (AB)

Introduction

Pupils may not leave the School premises unaccompanied by a member of staff or a parent, without the permission of the Head or Deputy Head Pastoral.

All Pupils are registered in the morning and in the afternoon after their lunch. Boarders are registered at 18:30 by a member of the Boarding team, as outlined on the Boarding Staff Duty Rota, at the end of the school day. Sign-out lists are used to confirm that all pupils who are due to go home at the end of their day, have done so. The Leadership duty staff reconciles these lists and contacts any parents who have taken their child home without signing them out.

A list of absentees from the school day is circulated to all boarding staff. Therefore, for the purpose of this policy, the term 'missing' refers to a pupil being not present without authorisation or explanation. On occasions when a staff member identifies a pupil as missing from their expected location, immediate action is required as outlined in the procedures below.

Of particular note for boarding hours is the policy that Heads of School, Prefects, Heads of House and other Year 8 boarders (by rota) may go 'into town' with the permission of the Head, Head of Boarding, Boarding Houseparents on Wednesday afternoons.

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 to the Head, Head of Boarding (after 18:30 and before 08:30) and the appropriate investigations made.

Winchester House seeks to implement this policy through adherence to the procedures set out in the rest of this document. This documentation also complies with the National Minimum Standards for Boarding (2022) Standard 20: Staffing and Supervision.

Procedure: Pupils missing during the School Day (8:30am to 6:30pm)

A pupil may be identified as missing:

- After an absence at morning registration is not confirmed by the office staff's contact with home.
- On reconciliation with the afternoon registration.
- On reconciliation of the sign-out registers.
- By a report of a missing child by a fellow pupil or member of staff.

Any member of staff discovering a discrepancy must immediately notify the **Leadership duty staff** who arrange for necessary checks such as the tutor/teacher to assess whether the absence is expected, and at the Surgery to check for any known medical emergency. All lists of trips out of school will be checked, along with the signing out book at the School Office.

If the pupil is still found to be missing, the member of the duty staff will immediately:

- Inform the Head.

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- Coordinate and make the necessary search over the school grounds.
- Advise all teachers due to teach or tutor the pupil later that day that they must immediately inform the School Office if the pupil appears.

If the site search fails:

- A whole school fire practise will be initiated to confirm the location of all children.
- Parents will be informed, and in some cases a search of immediate locality will be made on foot, or by car, by available staff as appropriate.
- On completion of this and any subsequent searches made over the day parents will continue to be informed of progress.
- At the Head or Deputy Head Pastoral discretion, the police will be informed.

If the pupil is found, or the incident is otherwise resolved:

- The Head, parents and school staff will be directly informed by the member of duty staff and all members emailed to inform.
- The Police will be informed if they have been involved.
- The Head or Deputy Head (Pastoral) will initiate a full inquiry and provide a written report. This report and the incident log will be kept on the pupil's file and shared with parents.

Procedure: Pupils missing after/before the School Day (6:30pm to 9:30pm)

A pupil may be identified as missing:

- After an absence at evening roll call is not confirmed by the (on roll call) Member of Boarding staff's contact with home.
- By comparing pupils at roll call with the day's absence sheet.
- On checking afternoon registration and the sign out book (located in the School Office)
- By a report of missing evening roll call.
- By a report of a missing child by a fellow pupil.
- When a pupil(s) leave the school site either without permission, or for a period of time sufficient to cause concern.
- If the boarder's whereabouts cannot be confirmed visually.

Staff discovering a discrepancy must:

- Notify the boarding Houseparent, duty Houseparent, nurse and/or Head of Boarding.
- Attempt to ascertain whereabouts from friends.
- Arrange a search of the School Grounds. If prior to 7:15pm priority will be given to the location of evening activities including any concerts, parents evenings or performances. If the child is not located at one of the activities the Head of Boarding, or in their absence the Head, should be notified to assist with a wider search.
- It may be deemed necessary to hold a full fire practice in order to determine that they are definitely missing from the school site.
- Contact staff who might previously have taught the pupil that day.
- Check the list of trips and activities out of School including the Nihil Obstat.

If a pupil is still missing or 15 minutes has elapsed since the child was identified as missing, the staff should:

- Inform the Head.
- An incident log will be started immediately by the reporting member of staff.
- The [Incident Response Plan](#) will be put into action.

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- Notify the Boarding Tutors and check any known circumstances that might have led to the pupil being missing. (Currently no Boarding Tutors involved in Boarding)
- Contact their parents/guardians.
- Contact other on site staff and request assistance as appropriate.
- If necessary a search of local roads, shops, etc... should be made on foot or by car where appropriate.

On completion of this and any subsequent searches made the Head and parents/guardians will continue to be informed of progress. The Head (or in her absence, the Nominated deputy) will arrange for the Police to be informed.

If the pupil is found, or the incident is otherwise resolved:

- The Head, parents/guardians, Head of Boarding will be directly informed by the Boarding Staff.
- The Police will be informed if they have been involved.
- The Head / Deputy Head (pastoral) will initiate a full inquiry, and provide a written report. This report and incident log will be kept on the pupil's file.

Procedure: Pupils missing after/before the School Day (9:30pm to 8:30am)

A pupil may be identified as missing:

- A child is missing from their bed by either a member of the boarding staff or by another boarder.
- By comparing pupils present on the previous evening's fire list but missing the morning meeting.
- If the boarder's whereabouts cannot be confirmed visually.

Staff discovering a discrepancy must:

- Check the evenings Fire List informed by the Nihil Obstat.
- Notify the boarding Houseparent and/or duty Houseparent.
- Attempt to ascertain whereabouts from friends.
- Arrange a search of the Boarding House. If the child is not located, the Head of Boarding should be notified to assist with a wider search.
- Hold a full fire practice in order to determine that they are definitely missing from the school site.

If a pupil is still missing or 15 minutes has elapsed since the child was identified as missing, the staff should:

- If the child is still not present the Head should be informed.
- An incident meeting will follow as soon as possible and the appropriate action taken. This may include contacting the emergency services and further members of staff for support.
- Immediately start an incident log.
- The [Incident Response Plan](#) will be put into action.

If the pupil is found, or the incident is otherwise resolved:

- The Head, parents/guardians, Head of Boarding will be directly informed by the Boarding Staff.
- The Police will be informed if they have been involved.
- The Head / Deputy Head (pastoral) will initiate a full inquiry, and provide a written report. This report and incident log will be kept on the pupil's file.

Match Day Sign Out

The below information outlines what is expected of Games staff when signing children out from sports matches and a step-by-step guide on action to be taken if a child is unaccounted for.

The Head of Boys'/Girls' games may allocate a member of staff to do sign out, however, individual team takers must check all their team members have been signed out before leaving the site. If they are not, you should stay at sign out until they are all signed out.

If at the end of sign out and have an unaccounted-for child, please take the following steps-

- Send a message in the Games Department WhatsApp group to see if anyone has any information on the child.
- Call the school office as they may have information on the whereabouts of the child.
- Check if surgery have any information.
- Check with Boarding staff in case boarders have gone straight to them without signing out
- Call LG duty person who will arrange for as many members of Leadership Group as are available to conduct a site search. Games staff should be prepared to be part of this search team.
- LG duty person to inform the Head.
- From here follow the main school policy- Pupils Leaving the School Grounds- Missing Pupil Policy.

Please note, contact should not be made with parents until we are very clear on what is happening on site.

After the Incident

- The Senior member of staff involved will discuss with the child's parents the events surrounding the disappearance of the child.
- The Head / Deputy Head (pastoral) will carry out a full investigation taking written statements from all staff present at the time.
- The incident report will detail:(if necessary)
 - The date and time of the report.
 - What staff/children were in the group/class.
 - When the child was last seen in the group/class/boarding house.
 - What has taken place in the group/class/boarding house since then and the time it is estimated that the child went missing.
 - A conclusion is drawn as to how the breach of security happened and, if appropriate, procedures (including risk assessments and training) may be updated.

Key Personnel Information

Incident Response Contacts

0800-1830: The Leadership Duty staff should be contacted either directly or via the school office.

1830-0800: The Head should be contacted for an incident unable to be resolved by boarding staff.

Office: 01280 846460

Mobile: 07570361997

Further to this, staff who live on site could be called upon in boarding time, should extra support be needed.