SOUTHVIEW MISSING PUPIL POLICY	
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Approved by:	Local Advisory Committee
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Missing Pupils Policy

This policy applies to all pupils/students at Southview School, Southview College and The View during the school day, throughout the evening and night time. Our staff are trained to be aware of safety issues and our staff pupil ratios are appropriate, enabling our pupils to be supervised at all times.

This policy is written to guide staff in the event of a pupil going missing on the premises, going missing outside of the school or having absconded.

This policy is also written in response to the Minimum Standards of Care for Residential Special Schools drawn up by the National Care Standards Commission, now joined under Ofsted.

Procedure

Our procedures are designed to ensure that a missing pupil is found and returned to effective supervision as soon as possible.

Within the Residential Provision: -

A register of pupils will be completed at the beginning of the residential session (end of School/College day).

In the event of a pupil going missing from school staff should follow these procedures.

During the School day, where a pupil does not arrive on their normal school transport or with parents/carers and the school, transport provider or class have not been informed of their absence, it is the responsibility of the class teacher to call the office to establish if any messages have since been received regarding an absence. The office will then phone all contact numbers for that particular pupil to establish when, where and by whom the pupil was last seen. Any information will then be reported back to the class teacher.

Upon discovering a student is missing on site, an immediate search is to be made of the school buildings and grounds with all available staff as is safe to do so including any known perhaps preferred places. This part of the search should not exceed 15 minutes.

If, after 5 minutes, the pupil has not been located, the Headteacher, Deputy Headteacher or Senior Assistant Headteacher must be informed. At this point a member of staff (e.g. admin) will begin to collate a

timeline outlining when and where steps have been made and checks carried out. All staff involved in the search will report back to the central person who will in turn liaise with the Senior Leader on site.

If we have the pupil's mobile phone number we will try to contact them.

If the pupil has not been located within 15 minutes the senior leader on site should:

1. Organise all available staff to search the immediate local community including any known routes. Staff to ensure they have a mobile device and continually liaise with staff on-site.
2. Contact the parents if the pupil has not been located within 20 minutes, not only to advise them but to also ask if they are able to contact the pupil on their mobile. The parents must be asked to phone the school back to inform if they were able to make contact or not.
3. Make a phone call to the Police giving a clear description of the student and clothing being worn, if the pupil has not been located within 25 minutes.
4. Not leave the premises but remain on site to co-ordinate the search, answer phone calls and provide photos and information. The police may want to visit the school.
5. Ensure that there are adequate staff left in the building to support pupils in school. When searching the local community on foot, remember that you may be vulnerable (use a car whenever possible).
6. Following the incident, ensure appropriate documents are completed as soon as possible.
7. Arrange a meeting to discuss the circumstances of the incident and the effectiveness of the current procedures.
8. Keep all colleagues informed.

Residential Procedures

If a pupil is missing within the school's residential provision the evening staff will report to the Residential Lead, in the first instance, who will initiate and co-ordinate the above searches, they will liaise with the Headteacher who will be on call, if necessary.

The View would continue to co-operate with the police in the continuing search for the young person still missing. The View will also co-operate with the police and / or social care in any ensuing safeguarding investigation.

Off-site

When students are staying at 'The View' (Residential Provision), any students involved in activities off-site should be entered into "off site – fire register" sheets. This is located in the hallway of The View.

All pupils (either during school times or staying at 'The View') involved in a school trip or off-site activity will be signed out using the TOF (Trip Organisation Form).

All staff on off-site activities should ensure they have a fully charged mobile phone with them. In the event of pupil going missing during an off-site visit we would follow these procedures:

1. An immediate head count and register would be carried out in order to ensure that all other pupils are present.
2. An adult would search the immediate vicinity (along with contacting the venue manager where relevant).
3. Check the pre-arranged meeting point.

4. Arrangements would be made to make sure the remaining pupils are safe with appropriate levels of staffing. All relevant points from the on-site protocol would be followed.

5. The Residential Lead would be informed (after 5 minutes of the pupil being missing) so that they can inform the Headteacher and the Deputy Headteacher and act on any instructions given.

Or The trip leader will inform the Headteacher and the Deputy Headteacher and act on any instructions given

6. Parents to be informed after 20 minutes by the Residential Lead , Headteacher, Deputy Headteacher or Senior Teacher who will explain what has happened and the steps that have been taken.

7. Notify, if appropriate, the venue that is being visited and ask them to initiate their lost child protocols.

8. The member of staff initiating the search should remain in situ until the police or assistance from school arrives in case the missing student should return or be found.

9. If the pupil has not been located the police will be informed by a Senior Leader after 25 minutes. The senior manager will provide them with as precise a description of the student as possible, the last known whereabouts of the student and any other details they may require.

In such stressful circumstances it is important that staff remain as calm and collected as possible.

Actions to be followed once the young person has been located or returned to school:

- Make sure that all is well with the pupil.
- Ask the First Aider on duty to check the young person
- Where the police have been informed of a missing person, contact to be made notifying them of the pupil's safe return. Any search party sent outside of school also to be informed.
- Inform the parents/carers.
- Follow-up meeting to be held with the young person. Depending on the circumstances this may also involve parents/carers, police and social care.

Absconding

A pupil is considered to have 'absconded' if they intentionally / knowingly leave the school site or the immediate area of an off-site activity without permission.

If a pupil absconds then:

A Senior Leader at school MUST immediately be informed of the situation and will take on the role incident coordinator.

Where possible, a member of staff should follow the student at a safe distance.

When staff are following at a safe distance it is important to consider

- They are NOT chasing the student but observing and reporting back to the Senior Leader who is coordinating the incident.
- Not to put their own (or others') Health and Safety at risk.
- That they continue to comply with legislation (e.g Trespass, Driving regulations).

- That professional judgement is used (Along with on-going incident co-ordinator communication) to determine if external agencies (e.g. Police) need to be contacted via the 101 or 999 system in order to safeguard the student.
- The member of staff following the student should remain in contact with the main group and/or the Senior Manager at school via a mobile phone or radio.
- The Senior Leader will then, if appropriate, allocate further staff members to go and collect the student and return them either to the venue or to school.
- The Senior Leader will also inform the student's parents and keep them updated as necessary.

If a pupil absconds and is then deemed to be 'missing', procedures will follow those outlined previously for a student missing off-site.

It is important that following an incident the issues that arise are addressed and staff should:

- Where appropriate, talk through the incident with the pupil involved. Ensure that a record is kept of the discussion held with the pupil. Try and implement some key work around keeping safe and the risks of absconding/missing.
- Keep all colleagues informed and discuss the incident in staff meetings and/or in supervision meetings.