



THE GRAMMAR SCHOOL
AT LEEDS

Be Inspired

MISSING CHILD POLICY

(THIS POLICY IS APPLICABLE TO ALL PUPILS, INCLUDING THOSE IN THE EYFS)

ISI Reference:	14b
Rationale for the Policy:	GSAL takes the safety of children very seriously and will take every precaution necessary to ensure that the children in their care do not leave a session unaccompanied.
Policy aim:	To ensure that a missing child is found and returned to effective supervision as soon as possible.
Author:	Senior Deputy Head, Pastoral, DSL
Agreed and Authorised by:	GSAL SLT
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The School runs on FREDIE principles:
Fairness, Respect, Equity, Diversity, Inclusion and Engagement

Introduction

The Grammar School at Leeds takes the safety of children very seriously and will take every precaution necessary to ensure that the children in their care do not leave a session unaccompanied. The chances of finding a missing child safe are greatest if the child's absence is discovered quickly. In the unlikely event that a child is noted to be missing from school premises, the school puts into practice agreed procedures. These ensure the most effective resolution of this potentially distressing situation. Many of our school routines and procedures are in place to contribute to the prevention of a child going missing and to ensuring the safety and security of all children at all times. Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible.

If, in the event of a member of staff not being able to account for a child's whereabouts, the following action will be taken:

PRIMARY SCHOOL (including the EYFS)

Policy to be followed if a child goes missing on-site

If during the school day, a child cannot be found the following procedure will be followed.

1. The Staff will maintain safety and well-being of the other children and take a register to ensure all other pupils are present
2. Staff will check with other pupils and adults to ascertain when the pupil was last seen.
3. A head count will be taken and if the child is still missing, a message will be sent to the Primary School office. The School office will then contact a member of Primary SLT.
4. A member of the Senior Leadership Team will alert site support and will go with at least one other member of staff to search the immediate vicinity or school grounds. Going to places at which the child was last seen, tracing the routes that they may have taken. A base will be made in the Primary School Office from which the search will be coordinated, and will include the assistance of the grounds and maintenance staff via the radios. The Primary School SLT will decide on search areas for appropriate staff.
5. While the search is taking place the office will check with the appropriate Class Teacher and/or register on SIMS plus end of day destination sheet and music signing in/out sheets or any other information that could explain the absence of the child.
6. If a child goes missing at a break/lunch time, a member of Primary SLT to ask staff on duty to check gates for signs of entry /exit and to maintain contact using the radios.
7. If the child is not found after approximately 20 minutes, a member of the Primary Senior Leadership Team, will endeavour to contact the parents of the missing child by telephone.
8. If the parent is not aware of where their child is, the police and will be informed.

9. Once police arrive, all relevant information about the child will be given. The police will then take over the search. The School would cooperate fully with any investigations. Vice Principal, Head of Primary will then inform the Principal and a decision will be made to contact the Chair of Governors if deemed necessary.

Policy to be followed if a child goes missing while off site e.g. on a trip or a fixture

1. An immediate head count would be carried out in order to ensure that all the other children were present.
2. An adult would search the immediate vicinity.
3. Contact the venue Manager and arrange a search.
4. The remaining children would be contained and supervised by staff members.
5. Inform a member of Primary SLT by mobile phone.
6. If after 20 minutes, the child has still not been found, contact member of SLT again who will then inform the child's parents and explain what has happened.
7. If the parent is not aware of where the child is or the parent cannot be contacted, then the police will be informed.
8. The remaining staff will return to school or to the centre if on a residential trip with the rest of the children.
9. The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care.
10. Inform the Principal and a decision will be made to contact the Chair of Governors if deemed necessary.

When the situation has been resolved, the Senior Leadership Team will review the reasons for this event happening and revise measures if necessary.

At the beginning of the Day

If staff are made aware that a child is missing at the beginning of the school day (e.g. after the first registration) a phone call will be made by the admin staff to the parents/guardians to see if the child is at home. After that the procedures above will be followed whilst liaising with the child's parents.

At the end of the Day

If a parent cannot find their child at the end of the day, they are advised in the first instance to talk to the teacher dismissing the class who should be able to assist them. If nobody knows where the child is, the parent will be sent to the Primary School office and the above procedure will be put in place. If a child goes missing after a school club or when dropped off from the school bus, the end of day sheet will be checked. The member of SLT on late duty will call the transport office to ascertain where the child was dropped off. If the child is missing after 20 minutes, the police will be called.

If a child is not collected at the end of the school day, the Primary SLT member on late duty will notify parents (or, if no response, the emergency contact) to ascertain if there is a problem and agree a way forward. The Primary SLT member will remain on site, supervising the child in an open area, until a trusted adult can collect them. Alongside the member of Primary SLT (who will stay until the child is collected) members of the estates' team are always on site until 21.00 as well. If the member of Primary SLT has been unable to contact any parent/carer for a child not collected at the end of the day/club they will discuss with either the Vice Principal or the DSL what the next steps should be which will include contacting Children's Social Care.

SENIOR SCHOOL

Senior School Missing Pupil Procedure during the school day:

At the beginning of the day

If staff are made aware that a child is missing at the beginning of the school day (e.g. after the first registration, a phone call will be made by the admin staff to the parents/guardians to see if the child is at home. After that the procedures above will be followed whilst liaising with the child's parents.

During the school day

A pupil who has been registered as present at school but who is unaccounted for in a lesson is deemed to be a missing pupil. As a rule, staff should only alert a 'missing pupil' if a student was present the previous lesson or registration period and then goes on to being unaccounted for in their lesson. For example, following morning registration, if a pupil has not arrived in school and has not been marked present for registration, there is no need to alert a 'Missing Pupil' during period 1.

If a pupil is 'missing' from your lesson, the following procedures should take place:

1. Please ensure the class register is taken on SIMs within the first 5 minutes of the lesson.
When a Senior School class teacher discovers that a pupil is missing from their lesson, having registered, they must email the 'Missing Pupil' address: MissingPupil@gsal.org.uk.

The Missing Pupil address is one which alerts the following people: Attendance Officer / all Year Group Administrators / administrator to the Student Support Services / Senior Deputy Head, Pastoral / Deputy Head, Pastoral and Co-Curricular / Site Support / Music administrator / Director of Estates / Library Staff.

Subject title of email: Name of Pupil and Year Group

The first person to read the email should ensure a reply to all to inform everyone that the email is being acted upon.

If the other pupils in the class convey to the class teacher the location they think the missing pupil is, this should be stated in the body of the Missing Pupil email, however, this cannot be accepted as the truth by the class teacher but does help the 'lead' person in their action.

Once the class teacher has emailed, the class teacher should continue to teach the rest of the class.

If it is not possible for the class teacher to email, then a pupil should be sent to pupil reception to alert the staff on duty in that area (SSS administrator / year group administrator / attendance officer) who will send the email on the class teacher's behalf.

If the missing pupil turns up to your lesson after you have sent the email, please notify the 'Missing Pupil' MissingPupil@gsal.org.uk again to update the team.

2. The attendance officer should take the lead on the action and is known as the 'lead'.
3. If the attendance officer is not available then the relevant year group administrator (YGA) will be the 'lead', supported by another YGA.
4. The attendance officer should ascertain the exact point and time when and where the pupil was last seen and by which adult i.e. check SIMS.
5. The attendance officer will also check the signing in and out sheets to see if they have left school for an appointment or other reason and liaise with Student Support Services to ensure they are not with the nurse, Music Centre in case at a music lesson, Library, toilets (when searching toilets, it is advisable that a male member of staff enters the male toilets and vice versa).
6. If not located, the attendance officer will alert the relevant YGA who will in turn alert the relevant Head of Year (if the HoY is not in school, then DHoY or Form Tutor).
7. Site Support / Estates to begin a search of the school site (internal and external) as well as the immediate locality of the school will be conducted.
8. The Head of Year will try to determine the nature and potential reasons for absence (consider recent events or precipitating factors), ascertain the likely intentions of the missing pupil and try to establish the whereabouts and the well-being of the young person.
9. The pupil's mobile phone number will be sought from the friends of the missing pupil.
10. The Head of Year will call the pupil's mobile number and see if there is a response
11. In the event that that pupil's absence cannot be explained or accounted for, the Vice Principal, Head of Senior School / Principal will be informed and a decision will be made to contact the Chair of Governors if deemed necessary.

12. If after 20 minutes, the pupil is still not located, the Senior Deputy Head, Pastoral will contact the pupil's parents to explain what has happened and what steps have been set in motion. The parents will be asked to come into School.
13. If a pupil's home is within walking distance and the parents are not at home, the School would consider sending a member of staff to set out on foot to catch up with the missing pupil.
14. Following this the Senior Deputy Head, Pastoral will notify the police and the school will act in accordance with police advice.

Additional information:

- I. After each stage, the 'lead' will 'respond to all' on the original distribution email to give an update on the situation.
- II. Class teacher should follow up absence at the end of the lesson, if not part of the email distribution in point I, above.
- III. If stage 13 is reached, the Chair of Governors will be informed
- IV. Other groups may need to be informed depending on the outcome of searches e.g. Local Safeguarding Children's Board, school insurers.
- V. If the pupil is located but has been injured significantly or has had to be taken to hospital, a report will be made, under RIDDOR, to the HSE.
- VI. A full record of all actions taken up to the stage at which the pupil was found will be made for the incident report (see Appendix 1). If appropriate, procedures will be adjusted.

Missing Pupil Procedure at the end of the school day:

1. If a child is missing at the end of the school day, the person on duty in reception should be alerted in the first instance.
2. The main school receptionist radios the information so that all estates team and SLT duty members are aware and can assist by checking the areas they are working in.
3. Receptionist to call the Library to ask if the missing child is working in there or if they signed in at all.
4. Receptionist / SLT member of staff to check SOCS (sport and online extra-curricular platform) to see if the child is listed at an activity. Member of staff to go to the activity to check if they are there or when any children there last saw the missing child.

5. Transport team to check if the child boarded one of the GSAL Transport buses at the end of the day and to locate where they will have alighted.
6. Check of the site using the radios to keep alerting and liaising with the estates and domestic teams including site support officers. Areas of note to check should be in line with the list outlined in Appendix 2
7. SLT duty member to try to locate one of the friends of missing pupil to obtain their mobile telephone number.
8. SLT duty member to call the missing child using mobile phone number.
9. If after 20 minutes, the child has still not been found, SLT duty member to call missing child's home / parents to establish if they have reached home.
10. In the event that that pupil's absence cannot be explained or accounted for Senior Deputy Head, Pastoral will be informed and a decision whether to inform the Vice Principal / Principal will be discussed.
11. If the pupil is still not located, the relevant SLT member of staff will contact the pupil's parents to explain what has happened and what steps have been set in motion. The parents will be asked to come into School.
12. If a pupil's home is within walking distance and the parents are not at home, the School would consider sending a member of staff to set out on foot to catch up with the missing pupil.
13. Following this the SLT duty member will notify the police and the school will act in accordance with police advice.
14. A full record of all actions taken up to the stage at which the pupil was found will be made for the incident report (see Appendix 1). If appropriate, procedures will be adjusted.
15. **If a child is not collected at the end of the school day**, the SLT member on late duty will notify parents (or, if no response, the emergency contact) to ascertain if there is a problem and agree a way forward. The SLT member will remain on site, supervising the child in an open area, until a trusted adult can collect them. Alongside the member of SLT (who will stay until the child is collected) members of the estates' team are always on site until 21.00 as well. If the member of SLT has been unable to contact any parent/carer for a child not collected at the end of the day/club they will discuss with either the Vice Principal or the DSL what the next steps should be which will include contacting Children's Social Care.

Actions to be followed by staff if a child goes missing on a trip:

1. An immediate head count would be carried out in order to ensure that all the other children were present.
2. Delegated staff member to search the immediate vicinity.
3. Head of the trip to liaise with the venue Manager and arrange a search.
4. The remaining children would be contained and supervised by staff members.
5. Inform the duty member of SLT back at school by mobile phone.
6. If after 20 minutes, the child has still not been found, the member of SLT to ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the venue at once, if feasible.
7. With the parent's consent or if the parents are not available, a member of SLT will inform the police.
8. Contact the Local Safeguarding Children Board if appropriate.
9. The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care.
10. Inform the Principal and a decision will be made to contact the Chair of Governors if deemed necessary.
11. A full record of all activities taken up to the stage at which the child was found would be made for the incident report (see Appendix 1). If appropriate, procedures would be adjusted.

FOR ALL AREAS OF SCHOOL

Actions to be followed by staff once the child is found:

1. Talk to, take care of and, if necessary, comfort the child.
2. Speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing
3. The Head of Primary/member of SLT will speak to the parents to discuss events and give an account of the incident.
4. The Head of Primary/member of SLT will conduct a full investigation if necessary and if appropriate involve the Local Safeguarding Children Board (eg if the child is the subject of a CP Plan).
5. Media queries should be referred to the Head of Primary/Principal.
6. The investigation should involve all concerned providing written statements.
7. The report should be detailed covering: time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, the purpose of the outing, the length of time that the child was missing and how s/he appeared to have gone missing, lessons for the future.
8. If the child's disappearance was a result of an injury, an online accident report should be completed by a member of SLT.

APPENDIX 1

Missing Pupil Procedure - Incident Form

Please complete all information and return to the DSL (Designated Safeguarding Lead) once complete.

Date:	Name of pupil:
Age:	Class/Teacher:
Address:	Contact telephone number:
Emergency telephone number:	Mobile number:
Person reporting missing pupil:	
Time pupil was first missed:	
Place where pupil was last seen:	
Apparent reason for disappearance, if known:	
Outcome	
Pupil found by:	
Date & Time:	
Full details of location:	
Visual assessment of pupil's health and mental state:	
Reaction of parent/guardian:	
Signature of person finding the pupil:	
Please print name:	

APPENDIX 2

Missing Pupil Procedure – Areas to Search

Initial search areas for a child reported missing from The Grammar School at Leeds

Area	Searched by	Tick when completed
Classrooms		
Year group area		
Year group toilets		
Year group playground		
Outdoor learning premises		
Art & DT		
PE Changing rooms		
Sports Hall including Squash Courts		
ICT rooms		
Library		
Food Tech		
Student Support Services / medical room		
Music centre		
Sixth Form area		
Learning support rooms		
Other classrooms		
Other toilets		
Other playgrounds		

If the child is not found in the vicinity of The Grammar School at Leeds School, a wider search of the school and grounds will be organised and co-ordinated by a member of SLT.

APPENDIX 3

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