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| BRIGHTON GIRLS policy |
| **MISSING PUPIL (SENIOR SCHOOL)**  |
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# PURPOSE & APPLICABILITY

This policy provides guidelines for the arrangements that have been made by Brighton Girls related to missing pupils. This policy is applicable to Brighton Girls (Senior) and those attending After School Clubs only.

# List of Abbreviations & Meanings

BG Brighton Girls

GDST Girls Day School Trust

**May / Should** Advisory

**Shall / Must** Mandatory

#  GENERAL REQUIREMENTS

# Aim

1. To ensure the welfare and protection of all pupils whilst in our care
2. To establish the procedure in the unlikely event of a pupil going missing on the school premises. (the safety procedure on outings is outlined in the educational visits policy and is taken into consideration by staff when planning and writing risk assessments for individual outings)

# Implementation

# Systems in place to minimise the risk of children going missing:

* Pupils are registered at the beginning of morning and afternoon sessions and at the start of each lesson. Any pupils arriving after registration has closed must sign in at reception or use the electronic fingerprint registration (6th form).
* The receptionist checks registers after 09:10 each morning and follows up any unexplained absences with a phone call home.
* It is the responsibility of the member of staff with any class/teaching group to be aware of how many girls are present.
* At the start of the academic year, care is taken to explain boundaries of where pupils can and cannot go.
* Pupils have to ask permission to go to the toilet.
* Pupils may miss part of a lesson for an individual music lesson. The schedule of music lessons is at Reception.
* Pupils may miss part of a lesson for a counselling session. The Deputy Head Pastoral has a schedule of all counselling appointments.
* Parents of pupils who leave the school site during the day, for a medical appointment or other reason must inform the tutor by letter or email that this is planned. The pupil should sign-out at reception and sign back in should they return before the end of the school day.
* Pupils who are unwell during the school day should be seen by the school nurse before parents collect them. Parents will then sign them out as they leave with their daughter.
* Visitors to school have to sign in and out and wear a badge/lanyard throughout their visit.

# Every care is taken to ensure our pupils are accounted for at all times. However, if a pupil does not arrive at a lesson the following procedure shall be followed:

* A register to be taken at the start of the lesson, if a pupil is missing:
	+ Ask other students in the class
	+ Check emails from the school nurse
	+ Check any comments left by tutor on am registration
	+ Look at previous registers to see if there is a consistent pattern
* If no reasonable reason can be found for why a pupil is not present, then the missing pupil procedure should begin.

# Missing pupil procedure

* The office/reception/admin team, Head of Section, the School Nurse and the Deputy Head Pastoral will be informed.
* The above staff will take steps to find the student in school, checking the signing out systems.
* Assistance will be drafted in to facilitate a more detailed search of the building and grounds.
* On no account will any other girls be left unsupervised at any time and staff will work together to ensure that supervision is in place, whilst the search is undertaken.
* If a thorough search proves unsuccessful in establishing the whereabouts of the child, the parent/carer will be contacted and informed. Immediately following (if this contact does not alter the situation), the emergency services will be contacted.
* On the arrival of the emergency services and the pupil’s parent/carer, the Head or most senior member of staff present will be responsible for apprising them of all information in respect to the missing child and what action has been taken.
* Once the situation has been resolved, an internal investigation will take place to examine how it occurred and to put immediate measures in place to ensure it does not happen again. This investigation will be led by the Pastoral Deputy Head.

# Appendix

Nil

# Document History

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