



BRIGHTON GIRLS POLICY

MISSING PUPIL POLICY

Document Control

Document Owner & Contact Person :

Wendy Fox
Deputy Head Pastoral

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1. 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.

2. LIST OF ABBREVIATIONS & MEANINGS

BG	Brighton Girls
GDST	Girls Day School Trust
May / Should	Advisory
Shall / Must	Mandatory

3. GENERAL REQUIREMENTS

3.1. Aim

- a) To ensure the welfare and protection of all pupils whilst in our care
- b) 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)

3.2. Implementation

3.2.1. 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.

3.2.2. 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.

3.3. Missing pupil procedure (Senior)

- The office/reception/admin team, Head of House, 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.

3.4 Missing Pupil Procedure (Prep)

If for any reason a member of staff cannot account for a child's whereabouts during a session, the teacher/adult in charge will apply the following procedure:

- Ensure that all other children continue to be supervised appropriately while a search for the child concerned is carried out. If the person is on their own, use the classroom phone to summon a member of staff or prep office to come immediately and wait with the class.
- Make a thorough check of all the rooms first before searching other areas. The staff member will be careful not to create an atmosphere of panic.
- The Head of the Prep must be informed that the child is missing. If they are absent, then the Assistant Head must be informed.
- Check with the office that the child has not been signed out by the parent.
- Check premises for any breaches of security.
- Organise the remaining available responsible adults to conduct a search of the surrounding area allocating each individual to a specific area (including prep subject rooms in Montpellier building and the sports hall). Request that all those searching report back within a short time, dependent on the size of the area being searched.
- If after 10 minutes of thorough searching the child is still missing, the Head will inform the police and then the child's parent/carer to advise them of the concern and reassure them that everything is being done to locate their child.
- Make a note of the circumstances in which the child has gone missing and where they were last seen and prepare a detailed physical description of the

Commented [1]: @w.fox@brightongirls.gdst.net I have added the Prep info to the missing Pupil policy. Would we have to alert the SS if a child is missing from the prep site?

Commented [2]: No- you need your own procedures with your Reception. At the Seniors, if someone is missing from a lesson, then key senior staff search for them. You will need to same procedures but with Prep staff

Commented [3]: Great thanks for confirming this. All done.

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child, to include their hair and eye colour, approximate height and build and clothing they were wearing, as this will be required by the police.

- While waiting for the police and the parent/carer to arrive, searches for the child will continue. During this period, other members of staff will maintain as normal a routine as is possible for the rest of the children.
- Follow police guidance if further action is recommended and maintain close contact with the police and do everything possible to comfort and reassure the parents.
- Report the incident to the designated safeguarding officer.
- Finally, ensure that all adults involved including the parents, searchers and police are informed if at any stage the child is located.

4. APPENDIX

Nil

END OF DOCUMENT

VALID AS OF: SEPTEMBER 2021