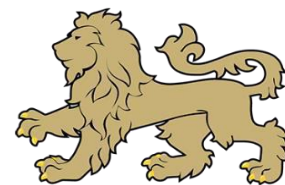




HAMPTON SCHOOL TRUST



Missing Pupils Policy

This policy applies to the Hampton School Trust (the Trust), which comprises Hampton School and Hampton Pre-Prep and Prep School (together the School), for children from the Early Years Foundation Stage (EYFS) to the Upper Sixth.

The welfare of all pupils is our paramount responsibility. Every adult who works at the School is aware that they have a responsibility for keeping all pupils safe at all times.

This policy is divided into two sections: the first section sets out the procedures that are in place to identify and respond to children who go missing, particularly on repeat occasions; the second explains the procedures that should be followed immediately if a pupil goes missing during the School day or whilst on a School activity.

All staff must be aware of both parts of this policy. They should be aware that children going missing, particularly on repeated occasions, can act as a vital warning sign of a range of safeguarding concerns. This may include abuse and neglect, which may include sexual abuse or exploitation and child criminal exploitation. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation or risk of forced marriage. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future. Staff should be aware of the Schools' unauthorised absence and children missing from education procedures.¹

This policy applies to all members of our School Community; the Hampton School Trust is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the School's Equal Opportunity Policy document.

This document should be read in conjunction with the Safeguarding Policy and Procedures.

¹ From *Keeping children safe in education : Statutory guidance for schools and colleges 2018*

Date updated	October 2018	Date ratified by Governors	October 2018
Date for next review	October 2020	Reason for review	Biennial Review

Part One: Children Missing from Education

Identifying pupils who are missing from education

All pupils are registered before School starts in the mornings and also again after lunch (with the exception of Sixth Form pupils at Hampton School on Wednesday afternoons).

EYFS children are signed in and out of the School by their parents/carers, and registers are taken at the end of the day to assist with the safe dismissal of children to their parents/carers, their chosen CCA or to Late Stay.

Pupils in the Sixth Form at Hampton School are allowed to leave the School site at lunchtime provided they sign out and in at School Reception. Sixth Form pupils may leave School after their last taught afternoon period provided that they have signed out at School Reception.

For the purpose of this Policy, the term 'missing' refers to a pupil being absent without authorisation or explanation.

On occasions when a member of staff identifies a pupil as missing from their expected location, immediate action is required following the procedures outlined in Part Two.

Schools are obliged to notify the local authority when a child or pupil fails to attend School regularly or is absent without leave for more than 10 school days (continuous).

Form Tutors/Class Teachers, Assistant Heads of Year, and Heads of Year must be particularly vigilant when monitoring absence records for Forms/Classes and let the DSL (JOM at Hampton School, IM at Hampton Pre Prep and Prep) or one of the DSOs know if they have any concerns about either a pupil's attendance or the reasons given by parents/guardians for an absence.

Members of staff should bear in mind the instructions given to pupils and parents around reporting absences in the relevant Code of Conduct:

Hampton School

If a boy has a dental or medical appointment during School hours, notice of this should be given in advance to the Form Tutor. If notice is given by e-mail, the e-mail should be copied to absence@hamptonschool.org.uk. The boy must sign out with School Reception when leaving the premises and back in when returning. If he is absent for unforeseen reasons, for example through illness, his parents should telephone the School Office or e-mail the Form Tutor, copying the e-mail to absence@hamptonschool.org.uk, on that day and any subsequent day(s) until he returns. If he has been absent (or has missed homework), he must on his return bring his Form Tutor an explanatory note signed by a parent, stating how long he has been away. (E-mail communication from a parent is equally acceptable). The provision of School holidays is sufficiently generous for family holidays to occur within them, and the dates of holidays are always published at least twelve months in advance. Requests for absence other than for medical reasons should always be made in writing or via e-mail to the Head of Year as soon as the need for absence is known and well in advance.

Hampton Pre-Prep and Prep School

If a pupil is absent, parents must inform the School Office the same day and on each day of absence thereafter. If a pupil has been absent (or has missed homework) through illness, the Form Teacher must be given an explanatory note signed by one parent, stating the duration of and reason for the

absence. The provision of School holidays is sufficiently generous to allow family holidays to occur within them. We always publish the dates of holidays at least twelve months in advance. Requests for absence should always be made in writing to the Headmaster well in advance.

The Schools within the Trust should hold more than one emergency contact number for each pupil as far as this is possible.

Pupils leaving or joining the schools within the Trust at non-standard times

The schools within the Trust must notify the local authority when they remove or add a pupil to the admissions register at non-standard transitions, i.e. where a compulsory school-aged child leaves a school before completing the final year or joins a school after the beginning of the first year. In relation to deletions from the register, the duty arises as soon as the grounds for deletion are met and in any event before deleting the child's name. As to non-standard admissions, the notification is to be made within five days of the entry on the admission register.

Further information on schools' duties regarding children missing education, including information schools must provide to the local authority when removing a child from the school role at standard and non-standard transition points, can be found in the Department for Education's statutory guidance: Children Missing Education².

²

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf

Part Two: Procedure to be followed when a pupil is identified as missing during the School day or on a School activity

Hampton School

As stated above, all pupils are registered before School starts in the mornings and also again after lunch (with the exception of Sixth Form pupils at Hampton School on Wednesday afternoons). Sixth Form pupils are allowed to leave the School site at lunchtime provided they sign out and in at School Reception. Pupils in the Sixth Form may leave School after their last taught afternoon period provided that they have signed out at Reception. Therefore, for the purpose of this Policy, the term 'missing' refers to a pupil being absent without authorisation or explanation. On occasions when a member of staff identifies a pupil as missing from their expected location, immediate action is required as outlined in the procedures below.

It is the responsibility of all Staff to search for absent pupils, including working with the police where necessary.

Communication with parents and/or guardians and the appropriate services (particularly the police) is an integral part of the procedure and all instances of a missing pupil must be reported to The Headmaster, a Deputy Head or another member of the SMT and the appropriate investigations made.

A pupil is identified as missing when:

- ✓ absent at morning registration is not confirmed by a parent or guardian.
- ✓ comparing pupils in a class with the day's absence list.
- ✓ a fellow pupil reports a missing friend or classmate.

Any member of staff discovering a discrepancy must immediately notify the School Reception who will:

- ✓ Contact the relevant tutor/Head of Year to find out if the absence is expected and the School Nurse to check for any known medical emergency.
- ✓ Check all lists of events not on School premises and check the signing out books at Reception.

If the pupil is still found to be missing, the School Reception will immediately:

- ✓ Inform a Deputy Head and/or other member(s) of the SMT, who will initiate and oversee a search of the School site and the surrounding roads.
- ✓ Advise all teachers due to teach the pupil that day that they must immediately inform Reception if the pupil appears.

If the site search fails to locate the pupil:

- ✓ Inform The Headmaster who, in turn will contact the parents and/or guardians.
- ✓ At his discretion, The Headmaster will arrange for the police to be informed.

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

- ✓ The Headmaster and, if they have been contacted, parents and/or guardians will be informed immediately by the School Reception.
- ✓ The Police will be informed if they have been involved.
- ✓ The Headmaster will initiate a full inquiry that will be overseen by the Designated Safeguarding Lead. A full written report will be provided and will be recorded on either the pupil's School file or on their Safeguarding file, depending on the incident. The matter may also then be referred to the Health and Safety Committee.

Procedure For a 'Missing/Lost Child' on a School Trip off-site

In the extremely unlikely event that a child becomes detached from the group and becomes 'lost' whilst on a trip away from the School premises then staff should follow the following procedure unless another procedure has been set out in the trip Risk Assessment:

1. All staff and helpers to be alerted and a thorough search made of the immediate and surrounding areas.
2. Depending on location, others should be alerted, for example the relevant staff of the location.
3. A member of staff should inform the School Reception so that the SMT are alerted.
4. On trips in the School holidays, the relevant member of the SMT should be contacted.
5. If the search does not result in the pupil being found, then The Headmaster and/or other member(s) of the SMT must be informed and they in turn will contact the parents and/or guardians.
6. At his discretion, The Headmaster and/or other member(s) of the SMT will arrange for the police to be informed.
7. Staff must ensure the welfare, both physical and emotional, of other children in their care.
8. The Trip Leader will provide the police/other agencies with details of the child and incident if necessary.
9. The Headmaster and/or other member(s) of the SMT is responsible for gathering all relevant information and liaising with the required authorities and parents.
10. A full report of the incident will be made as detailed above.

Hampton Pre-Prep and Prep

As stated above, all pupils are registered before School starts in the mornings and also again after lunch at Hampton Pre-Prep and Prep. EYFS children are signed in and out of the School by their parents/carers, and registers are taken at the end of the day to assist with the safe dismissal of children to their parents/carers, their chosen CCA, or to Late Stay.

For a Missing/Lost Child on School premises the procedure is as follows:

1. Member of staff who becomes aware that a child is missing immediately informs the School Office, Headmaster and depending on the department: Head of Pre-Prep/Deputy Heads (Pastoral and Academic). They should ascertain when and where the child was last seen.
2. The Head of Pre-Prep/Deputy Heads delegates a member of staff to ensure the safety of the remaining children with regard to appropriate supervision.

3. Head of Pre-Prep/Deputy Heads organise a thorough search of the whole School premises, checking exits and possible hiding places.
4. When the child is found reassurance is given, and questions asked to ascertain how the incident occurred.
5. A written account is made, and a review of procedures for supervision and safety is carried out. A copy of this is given to the Head of Pre- Prep/Deputy Heads, the Headmaster and the Health & Safety Controller. The child's parents are informed.
6. Should the search prove negative after 20 minutes, the Head of Pre-Prep/Deputy Head, informs the Police (999) and parents under the direction of the Headmaster.
7. The local authority, through the Single Point of Access (SPA) will be informed. Contact details: Richmond and Kingston Single Point of Access (SPA) Call: 020 9547 5008 or 020 8770 5000 for out of hours; Email: spa@richmond.gov.uk

For a 'Missing/Lost Child' on a school visit off-site

In the extremely unlikely event that a child becomes detached from the group and becomes 'lost' whilst on a visit off the School premises then staff should follow the following procedure:

1. All staff and helpers to be alerted and a thorough search made of the immediate and surrounding areas.
2. Depending on location, others alerted, for example if in a shop/farm/museum then the relevant staff of that location.
3. A member of staff should inform the School Office so that the Head of Pre-Prep/Deputy Heads and Headmaster are alerted.
4. If the search proves negative after 20 minutes, the Trip Leader will inform the Police (999) and parents under the direction of the Headmaster.
5. Staff must ensure the welfare, both physical and emotional, of other children in their care.
6. Visit Leader will provide the police with details of the child and incident.
7. The Headmaster/Deputy Heads/Head of Pre-Prep to be responsible for gathering all relevant information and liaising with the required authorities and parents.
8. The local authority, through the Single Point of Access (SPA) will be informed. Contact details: Richmond and Kingston Single Point of Access (SPA) Call: 020 9547 5008 or 020 8770 5000 for out of hours; Email: spa@richmond.gov.uk
9. A full report of the incident will be made as detailed below.

Report After the Incident

The Headmaster (Hampton Pre-Prep and Prep) will initiate a full inquiry that will be overseen by the Designated Safeguarding Lead, taking written statements from all staff present at the time.

The Incident Report will detail:

- ✓ The date and time of the incident
- ✓ What staff/children were in the group/class
- ✓ When the child was last seen in the group
- ✓ What had taken place in the group/class since then and the time it is estimated that the child went missing.

The report will be placed on either the pupil's School file or on their Safeguarding file, depending on the incident. The matter may also then be referred to the Health and Safety Committee.

A conclusion is drawn as to how the incident happened and, if appropriate, procedures (including risk assessments and training) may need to be updated.