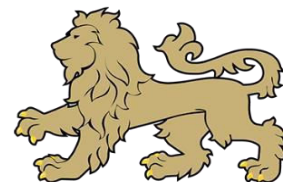




HAMPTON SCHOOL TRUST



Missing Pupil Policy

Contents

Part One: Children Missing from Education	3
A. Identifying pupils who are missing from education.....	3
a. Hampton School	3
b. Hampton Pre-Prep & Prep School	4
B. Pupils leaving or joining the schools within the Trust at non-standard times.....	4
 Part Two: Procedure to be followed when a pupil is identified as missing during the School day or on a School activity	 5
A. Hampton School	5
a. Procedure for a Missing/Lost Child on School premises	5
b. Procedure for a Missing/Lost Child on a School trip off-site	6
B. Hampton Pre-Prep & Prep	6
a. Procedure for a Missing/Lost Child on School premises	6
b. Procedure for a 'Missing/Lost Child' on a school visit off-site.....	7
c. Report After the Incident.....	8
 Appendix 1: External Agencies and Services Contact Details	 9

Date of review	July 2025	Date ratified by Governors	October 2025
Date of next review	July 2027	Reason for review	Biennial review

This policy applies to the Hampton School Trust ('the Trust'), which comprises Hampton School and Hampton Pre-Prep & Prep School (HPP&P) (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 parts: the first part 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 Trust is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Please refer also to the School's **Equality, Diversity and Inclusion** policy.

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

Part One: Children Missing from Education

A. Identifying pupils who are missing from education

- i. Pupils' names are on the admission register on their first day at Hampton.
- ii. If a pupil fails to attend at the start of term, the school undertakes reasonable enquiries to establish the child's whereabouts and considers notifying the local authority at the earliest opportunity.
- iii. All pupils are registered before School starts in the mornings and also again after lunch.
- iv. EYFS children are signed in and out of the School by members of staff and registers are taken at the end of the day to assist with the safe dismissal of children to their parents/carers, their chosen co-curricular activity (CCA) or to Late Stay.
- v. 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.
- vi. For the purpose of this Policy, the term 'missing' refers to a pupil being absent without authorisation or explanation.
- vii. 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.
- viii. 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).
- ix. All schools must also make a return to the local authority (a 'sickness return') where a pupil of compulsory school age has been recorded in the attendance register as absent using code I (illness) and the school have reasonable grounds to believe that the pupil will be, or will have been unable to attend school because of illness for at least 15 school days during the school year, whether consecutive or not.
- x. 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 Designated Safeguarding Lead (DSL) (JOM at Hampton School, TH at HPP&P) or one of the Deputy Designated Safeguarding Leads (DDSLs) know if they have any concerns about either a pupil's attendance or the reasons given by parents/guardians for an absence.
- xi. Members of staff should bear in mind the instructions given to pupils and parents around reporting absences in the relevant **Code of Conduct**:

a. Hampton School

If a pupil 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.

A pupil must sign out with School Reception when leaving the premises and back in when returning. If they are absent for unforeseen reasons, for example through illness, the 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 the pupil returns. If a pupil has been absent (or has missed homework), they must, on their return, bring an explanatory note, signed by a parent and stating the duration and reason for absence, to the Form Tutor. (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 School holidays are always published at least 12 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.

b. Hampton Pre-Prep & 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 Class Teacher / 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 School holidays at least 12 months in advance. Requests for absence other than for medical reasons should always be made in writing to the Pre-Prep & Prep Headmaster well in advance.

Where possible, the School should hold more than one emergency contact number for each pupil.

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

The School 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 to notify the local authority arises as soon as the grounds for deletion are met and, in any event, before formally 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 Education¹.

¹

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

A. Hampton School

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 School 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 SLT and the appropriate investigation made.

a. Procedure for a Missing/Lost Child on School premises

- **A pupil is identified as missing when:**
 - absence 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 should immediately email missingpupil@hamptonschool.org.uk.** This triggers alerts to key teams (e.g., School Nurses, Learning Support, Music, Library) so they can check their areas. Reception and the Bursar's PA are also notified so that trip lists and the Inventory system can be checked. The Safeguarding team, SLT, and Heads of Year will automatically receive the alert.
- **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 SLT, 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:**
 - The Headmaster and/or other member(s) of SLT will contact the parents and/or guardians.
 - The Headmaster and/or other member(s) of SLT will arrange for the police to be informed.
 - If the pupil is found, or the incident is otherwise resolved:
 - The Headmaster and/or other member(s) of SLT 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.
 - a full inquiry that will be overseen by the DSL.

A record will be made on CPOMS and, if appropriate, the matter will be referred to the Health and Safety Committee.

b. 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 SLT are alerted.
4. On trips in the School holidays, the relevant member of the SLT 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 SLT 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 SLT 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 SLT is responsible for gathering all relevant information and liaising with the required authorities and parents.
10. A report of the incident will be made, as described above.

B. Hampton Pre-Prep & Prep

All pupils are registered before School starts in the mornings and also again after lunch at Hampton Pre-Prep & Prep. EYFS children are signed in and out of the School by members of staff, 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.

a. Procedure for a Missing/Lost Child on School premises

1. A member of staff who becomes aware that a child is missing immediately informs the School Office, the 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

b. Procedure 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.

C. Report After the Incident

- The Pre-Prep & Prep Headmaster will initiate a full inquiry that will be overseen by the DSL, 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. If appropriate the matter may 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.

Appendix 1: External Agencies and Services Contact Details

In an emergency - If you think a child is in immediate danger - Call 999

Single Point of Access Richmond and Kingston (SPA) (Achieving for Children)		Call 020 8547 5008 from 8am to 6pm, Monday to Friday, or 020 8770 5000 out of hours spa@richmond.gov.uk
Local Authority Designated Officer (LADO) Service	Guildhall 2 High Street Kingston upon Thames KT1 1EU	020 8891 7370; 07774 332675 LADO@achievingforchildren.org.uk
Police Child Abuse Investigation Team (CAIT)	Feltham Police Station, 34 Hanworth Road, Feltham, TW13 5BZ	020 8247 6331
Kingston and Richmond Safeguarding Children Partnership (KRSCP)	44 York Street Twickenham TW1 3BZ	0783 4386459 lscb-support@kingrichlscb.org.uk
Professional Adviser Elisabeth Major		07833 481774 elisabeth.major@achievingforchildren
Initial Response		
Contact Details of Children's Services (Social Care) covering the catchment area		
Surrey	0300 470 9100 (out of hours 01483 517898)	
Surrey North East	0300 123 1610 (Elmbridge, Epsom, Spelthorne)	
Surrey North West	0300 123 1630 (Woking)	
Surrey West	0300 123 1640 (Guildford)	
Windsor and Maidenhead	01628 683150	
Hounslow	020 8583 6600	
Ealing	020 8825 8000	
Hammersmith and Fulham	0208 753 6600	
Merton	020 8545 4226 (out of hours 0208 770 5000)	
Wandsworth	020 8871 6622 (out of hours 0208 871 6000)	
NSPCC / Home Office Child Abuse Whistleblowing Helpline	0800 028 0285 help@nspcc.org.uk	

Childline	0800 1111
Police	(Non-emergency point of contact) 101
FGM Home Office line	999 (for urgent calls) or non-emergency 101
'Prevent' Contacts	DfE contact: 020 7340 7264 counter.extremism@education.gsi.gov.uk
Anti-terrorist hotline	0800 789 321
Forced Marriage Unit	020 7008 0151 fm@fco.gov.uk
Teaching Regulation Agency (TRA)	020 7593 5393 Misconduct.Teacher@education.gov.uk
The Disclosure and Barring Services (DBS)	03000 200 190 customerservices@dbs.gsi.gov.uk