



## **LEICESTER GRAMMAR SCHOOL TRUST**

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## **MISSING PUPIL POLICY & PROCEDURES**

### **STATEMENT**

The welfare of our pupils at Leicester Grammar School is our paramount responsibility. Every adult who works at the school is aware that they have a responsibility for helping to keep all of the pupils safe at all times. It is therefore, the responsibility of all staff to report a missing pupil to reception, who will then inform a member of SMT. A search will then be conducted and parents and the police, where appropriate, will be informed.

All pupils are registered before school starts in the mornings. Registration is taken again after lunch for all pupils. A list of absentees is held in the School Office and is recorded on SIMS and circulated to teaching staff. Therefore, for the purpose of this policy, the term 'missing' refers to a pupil being not present without authorisation or explanation. On occasions when a member of staff identifies a pupil is missing from their expected location, immediate action is required as outlined in the procedures below. Communications with parents and the appropriate services (particularly the police) are an integral part of the procedure and all instances of a missing pupil must be reported to the Senior Management Team, so that appropriate investigations can be made.

### **PROCEDURE**

A pupil may be identified as missing:

- After an absence at morning registration is not confirmed with either a written note or a phone call conversation with a parent/guardian.
- By comparing the pupils in a class with the day's absence sheet
- On reconciliation with the afternoon registration.
- By a report of a missing child by a fellow pupil.
- By a report of a missing child from an employee of the school.

Any member of staff discovering a discrepancy must immediately notify the School Office who will check the following:

- Check with the Form Tutor to double check that the pupil was present in registration.
- Check with Nurse to establish if the pupil is in sick bay.
- Check that the pupil is not in a Music lesson.

- Check all lists of trips out of school.
- Check our signing out books at Reception and records of any appointments off site.
- Check with classmates and friends whether they know where the pupil is or can provide any relevant information.

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

- Inform the Senior Management Team and the appropriate Year Head, who will initiate and oversee a search of the site.
- Coordinate and make the necessary search over the school grounds.
- Advise all teachers due to teach the pupil later that day that they must immediately inform the office if the pupil appears.

If the site search fails:

- Parents will be informed, and in some cases a search of the local roads will be made on foot, or by car, by available staff and parents as appropriate.
- On completion of this and any subsequent searches made over the day parents will continue to be informed of progress.
- At their discretion, the Senior Management Team will arrange for the Police to be informed.

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

- The Senior Management Team, Parents, Year Head will be directly informed by the School Office.
- The Police will be informed if they have been involved.
- The Deputy Head(s) or Year Head will initiate a full inquiry, and record the incident on the pupil's file.
- The Deputy Head(s) or Year Head will then talk to the pupil to ensure they understand why they should not leave the premises without prior permission and without signing out.
- The Deputy Head(s) or Year Head will speak to parents to discuss events and give an account of the incident.
- Any media queries will be dealt with by the Headmaster, or in his absence one of the Deputy Heads or Business Director.
- A detailed report involving all concerned should be written. Procedures should be reviewed and, if appropriate, should be adjusted.