



EAGLE HOUSE  
SCHOOL

**Academic Year 2023 - 2024**

Title of Policy:	<b>Missing Pupil Procedure</b>
Policy/Procedure Owner:	Senior Deputy Head
Date Last Reviewed:	24 <sup>th</sup> April 2024
Ratified by Governors:	n/a

## **SEARCHING FOR A MISSING PUPIL PROCEDURE AND POLICY**

Children are registered at 8.20am and 2.30pm (Years 7&8 Wednesday, Year 3&4 Thursday 12.10pm) and for every lesson except sport.

If for any reason a child has to leave the school premises after registration the pupil must be signed out at the School Office. The parent or guardian must come into the school building and physically be seen and sign the child out. The child may not complete the paperwork themselves.

In the event of a child going off site for a school event or activity this should be recorded on SOCS or a trip list should be on EVOLVE.

In the event of a pupil going missing during the school day (8.15am – 6.00pm) the following procedure will be followed.

### **Upon discovering that a child is missing at registration or during a lesson:**

- i. The member of staff should contact the school office to establish if they are aware of the whereabouts of this child.
- ii. If the school office is unaware of any reason why the child is out of school, they should check with the Matron and on SOCS (music/LAMDA lesson/Sports fixture).
- iii. A whole school email can be sent to see if the child is with another member of staff.
- iv. Often the children will know something, do not assume that this is necessarily correct but their information should be checked.
- v. At this stage it may also be appropriate to ring the child's parents to check that they have not been taken out of school without signing the register in the office.
- vi. If the child's whereabouts has still not been established the matter should be referred to a senior member of staff who will proceed as below:
- vii. Make a search of the school buildings
- viii. Ring the fire bell and take a roll-call of all pupils
- ix. Ring the child's parents (if not already done)
  
- x. An incident meeting should follow as soon as possible, and the appropriate action taken. This may include contacting the emergency services and further members of staff for support. Emergency services should be called if the child has been missing for more than 1 hour.
  
- xi. An incident log should be started immediately.

**Upon seeing a child leaving the premises without permission or prior arrangement:**

- i. A senior member of staff should be informed.
- ii. A search of the local area should be undertaken by staff.
- iii. If the child is still missing, the fire alarm should be sounded.
- iv. A full roll call should take place at the assembly point to determine that the child is definitely missing.
- v. Parents should be informed.
- vi. An incident meeting should follow as soon as possible, and the appropriate action taken. This may include contacting the emergency services and further members of staff for support. Emergency services should be called if the child has been missing for more than 1 hour.
- vii. An incident log should be started immediately.

See 'Managing a Crisis' document.