

CARDINAL NEWMAN CATHOLIC HIGH SCHOOL

MISSING PUPIL POLICY

Introduction

Pupils should never be allowed to leave the premises during school time without the Headteacher's permission. It is possible that on some occasions a pupil may leave the premises without the knowledge or permission of the Headteacher. This policy is put in place to ensure that every action possible is taken to ensure the quick and safe return of that pupil to school.

Objectives

1. To locate any missing pupil quickly.
2. To ensure that all pupils are kept safely on the school premises during school hours unless they have SLT permission to leave.
3. To ensure that pupil who leave school during the school day only do so with SLT permission and that they are accompanied by/have the authority of an authorised adult. In this case they must sign out at the Office.
4. To ensure that the building, grounds and social areas are safe and secure during school hours. Security gates are locked at 9.00 am (or sooner if last bus departed).
5. To ensure that teachers and staff keep pupils under proper supervision at all times.
6. To ensure that if a pupil 'goes missing' during the school day, he/she is located quickly and returned safely to the school.

Strategies

1. if a pupil cannot be found by a member of staff, SLT and school office must be **notified immediately and told when and where the pupil was last seen**. Time is of the essence and prompt actions must be taken by all.
2. The remaining pupils will be left safe in the care of suitable staff. All other available staff will conduct a thorough search of the site – CCTV will be used.
3. If the pupil is not found within a short period of time (no longer than next lesson as s/he may report there), the police must be called by SLT (call 101)
4. Members of staff, who are not supervising pupils, will be sent to search the area in the immediate vicinity of the school. CCTV at security gates to be checked.
5. If a pupil goes missing during an outing or school visit, the teacher in charge must ensure that the remaining pupils are safely cared for by the other staff and adults. An urgent but thorough search should be made of the immediate vicinity and if the pupil is not found quickly the police must be called and the Headteacher notified.
6. As soon as possible, the parents will be notified that their child is missing

7. The LA will be notified by the Headteacher that a pupil is missing.
8. If a member of staff finds the pupil the Headteacher must be told at once. Parents, police and other authorities will be notified.
9. SLT will investigate how the incident occurred and will take appropriate action to ensure that similar events do not happen again. Incidents will be reported to the Safeguarding Governor.

Outcomes

The safety of all pupils will be given our highest priority. A missing pupil should be an extremely rare event. This policy is designed to put into place swift and effective actions to locate any missing child and to notify and involve parents and the authorities at every appropriate point.

Written: October 2015

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