

## **BROCKHURST & MARLSTON HOUSE SCHOOLS**

Including all of the Pre-Prep Department and Early Years Foundation Stage

### **MISSING PUPIL POLICY**

**Brockhurst & Marlston House Schools (the School) is committed to providing the best possible care and education to its pupils, and to safeguarding and promoting the welfare of children and young people. This policy is written with that commitment in mind, and in accordance with KCSIE (September 2025).**

**Reviewed: September 2025**

**Next Review: September 2026**

#### **Aim**

This procedure is to be used for searching for, and, if necessary, reporting any pupil missing from the School. The procedure includes the requirement to record any incident, the action taken, and the reasons given by the pupil for being missing.

Schools are under a general duty to supervise pupils to the standard of a prudent or careful parent.

#### **Important**

A child going missing from school or from home is a potential indicator of abuse or neglect.

#### **Procedure for a pupil missing during the day**

In the event of a member of staff suspecting a pupil is unaccounted for, the member of staff should contact any of the Heads or, in their absence, a member of the SLT, who will normally take over the procedure and organize an initial search.

This will include:

- Checking the pupil's timetable and whether he/she could be at Games or in a music lesson.
- Checking with the School Matron to see whether the pupil has reported sick or has an appointment.
- Contacting staff i/c last activity.
- Contacting the school office, who will contact the Heads, and further searches will be carried out.

If the pupil is found on site or in the vicinity, the School staff will make a concerted effort to persuade the pupil to return to the School.

If the pupil refuses to do so, staff members at the scene will attempt to continue to monitor the pupil's whereabouts. Staff should consider contacting the parents in such circumstances.



If the pupil is not found after the initial search, one the Heads will contact the pupil's parents at this point, and the situation must be reported to the Headmaster (David Fleming) along with the relevant details.

If the parents are abroad, there may need to be a delay in contacting them. All decisions on contacting parents should be made by the Heads.

If the initial search is unsuccessful, the Heads will contact the police after consultation with the parents (where appropriate) and provide the police with the information listed below as well as any other information reasonably requested by the police.

A decision will be taken in accordance with the School's child protection policy and procedures as to whether the School should also contact children's social care services in line with local procedures.

### **Procedure for a boarder missing after school hours (lesson time) or during the night**

When the House Parents discover that a boarder is missing after School hours (lesson time) or during the night, they will:

- Check with other boarders (if awake) and ask them if they have any knowledge of the missing boarder's whereabouts.
- Conduct an initial search of the House and immediate surroundings of the House.
- Contact the Heads to inform them that the boarder is missing.
- Where appropriate, contact the parents to inform them that the boarder is missing. If parents are abroad, this step may need to be delayed. All decisions on contact with parents should be made by the Heads.
- Contact other available members of staff on site to conduct an initial search of the School site.
- Contact the Police after consultation with the parents (where appropriate) and Heads and provide the police with the information listed below.

A decision will be taken in accordance with the School's child protection policy and procedures as to whether the School should also contact children's social care services in line with local procedures.

### **Procedure for a pupil missing during or following a journey**

If a pupil is missing from a journey or has not arrived at the School following a journey, the member of staff in charge will:

- Attempt to contact the pupil.
- Check whether there were any delays or changes to the journey.
- Check with other pupils and ask them if they have any knowledge of the missing pupil's whereabouts.
- Contact the venue or the people that the pupil had visited, if applicable.
- Contact hospitals, the Police, and the pupil's parents.

### **All Staff should remember**

- Early contact with the police may help to save a pupil's life or protect them from significant harm.
- Failing to act within a reasonably responsive time frame could prove costly.



- Staff must feel confident in making sensible judgements as to the whereabouts of the pupil, as a normal parent would—but always err on the side of caution and believe that 'sooner is better than later.'

### **Information to be provided to the Police**

When the School contacts the Police during the day or night, the following information should be provided:

- The pupil's name.
- The pupil's age.
- An up-to-date photograph, if possible.
- The pupil's height, physical description, and any physical peculiarities.
- Any disability, learning difficulty, or special educational needs that the pupil may have.
- The pupil's home address and telephone number, along with details of their parents/guardians.
- A description of the clothing the pupil is thought to be wearing.
- Any relevant comments made by the pupil.

The information will then be passed to the various police stations through police channels, and no further notifications from the School should be necessary.

### **Follow-up to a Missing Pupil Incident**

Once a pupil returns from being missing, they will be provided with support and the opportunity to discuss the incident with the DSL or Independent Listener.

They may also be provided with the contact details for external support services (e.g. NSPCC).

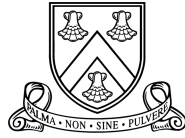
The pupil's parents will also be given the opportunity to discuss the incident with the DSL, who will provide advice and support where required.

Any residual concerns about the pupil's welfare resulting from an incident will be acted upon, and, where appropriate, Children's Social Care Services and/or the Police will be informed, in accordance with the School's Safeguarding and Child Protection Procedures.

### **Missing Pupil Records**

The School will keep a full written record of any incident of a missing pupil, including:

- The pupil's name.
- Relevant dates and times (e.g. when it was first noticed that the pupil was missing).
- The action taken to find the pupil.
- Whether the Police or Social Services were involved.
- Outcome or resolution of the incident.
- Any reasons given by the pupil for being missing.
- Any concerns or complaints about the handling of the incident.
- A record of the staff involved.



A full written record of the incident will be kept on the pupil's file.

### **Review**

This policy shall be reviewed every two years by the Designated Safeguarding Lead (DSL) as part of the School's review of safeguarding and updated as necessary.

In undertaking the review, the Designated Safeguarding Lead (DSL) will take into account:

- Any recorded incidents that indicate there may be a problem with supervision, pupil support, or security at the School.
- Any issues raised by individual members of staff, parents, and pupils.