



# Missing Pupil Policy

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| <b>Approved by:</b> | Daniel Pastori | <b>Date:</b> 25.09.2025 |
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| <b>Last reviewed:</b> | September 2025 |
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| <b>Next review due by:</b> | September 2028 |
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## **Statement of intent**

At Broadstones School we work closely with the students, parents/carers and the community to ensure that all the students have the very best start in life and are kept safe.

## **Procedure for a missing student**

If a student goes missing on school premises, whilst in our care, the first member of staff aware of the missing pupil will take the following action:

- Make sure all other students on site are accounted for
- Conduct an initial sweep of the immediate area without causing undue panic amongst the other students, and/or leaving the other students alone at any time.
- When it is confirmed that a student is missing, the staff member should contact Daniel Pastori (Headteacher) and/or the Deputy Headteacher
- Maintain staff ratios.
- Instigate a more thorough search of the premises and immediate surrounding area if the student may be at immediate risk
- Frequent contact should be maintained at all times with a senior member of staff.
- If after 15 minutes the student is still not found, telephone contact should be made with the parent/carer of the pupil
- If parents/carers cannot be contacted the police will be notified directly

If the student leaves the premises, the member of staff aware of this should make note of the clothes the student is wearing and direction they are going. If the staff member can observe from a distance and keep sight of the student they should do so, but they must not follow if this is likely to make the student run into the road etc. SMT should be informed of the incident and updated frequently. Once the pupil has been out of sight for 15 minutes, the missing pupil procedure is followed as above.

When students are being taken away from the school on outings, staff will ensure that the following procedure is followed:

- As soon as it is known that a pupil is missing, staff will bring the students in their care together and make sure that all other pupils are present
- Conduct an initial sweep of the immediate area including any pre-arranged meeting points, without causing undue panic amongst the other students, and/or leaving the other students alone at any time
- Summon assistance (i.e. Site security/wardens etc) to carry out a wider search of the area
- If after 15 minutes the student has not been found, contact the Headteacher/Deputy Headteacher or designated contact, to advise of missing student

- Contact will then be made to the missing pupils parents/carer to advise
- The police should be contacted, initially by the home to instigate a missing from home response and then by school to advise of a missing student

- Staff take the remaining students back to school

### **Procedure once a student has been located**

When a missing student has been located, all those previously notified (parents, police, SMT, Committee) must be notified immediately.

Once the student has been found, a full written report of the incident is recorded on IRIS (MIS System) by the member of staff who was responsible for the student. An investigation into the incident will be carried out by the Headteacher/SMT. The incident report will detail:

- The date and time of the incident
- Staff/pupils in the group
- When the missing student was last seen

**Circumstances surrounding the disappearance** – what was the student doing/saying prior to the incident.

If the incident warrants police investigation, all staff are required to cooperate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Social Care may be involved if it seems likely that there is a potential student protection issue or the student is already in the care process.

A pupil going missing from an education setting is a potential indicator of abuse or neglect. Staff should follow safeguarding procedures in cases where pupils go missing and there is a concern, particularly when pupils go missing on repeat occasions. They should act to identify any risk of abuse and neglect, including sexual abuse or exploitation. (See *Keeping Children Safe in Education, DfE, 2024*).

An additional safeguarding record should be completed on IRIS.

The School's Insurance Company should be informed.

Following the event, a review will be made of security procedures and all relevant parties will be informed of the findings, implications and outcomes of the review.

### **Other Policies Linked to this Policy**

- Safeguarding & Student Protection Policy & Procedure



