

Greenhill School



Missing Pupils Policy & Procedure 2014-2015

At Greenhill the safety and wellbeing of our pupils is paramount. This policy and procedure is in place to ensure that we take appropriate action in the event of a missing pupil.

Procedures are in place to register pupils in the morning when they arrive at school and to check on attendance throughout the day as follows:

- all pupils arriving before the start of the school day are met at the hall doors by members of staff;
- a checklist is completed at 9am by a designated member of support staff;
- independent travellers are required to sign in at the office when they arrive;
- morning registers are completed by teachers during Assembly / Lesson 1 and must be returned to the office by 9.50;
- a second checklist is completed at 10.30;
- a third checklist is completed place at 12.00;
- a fourth checklist is completed at 1.30;
- afternoon registers are completed by teachers either during lesson 5 or during the end of day meeting time using the information from the third and fourth checklist;
- final check at taxi time.

Action to be taken in the event of a pupil not recorded as having arrived at school.

It is the responsibility of Administrative staff to:

- inform the Deputy Head and check for any known reason for absence;
- phone named contacts including county transport to establish any reason for absence;
- phone named contact in Children's Services where no contact can be made in relation to pupils on the Child Protection Register or Child in Need Register ;
- enter registration data on SIMS;
- email Deputy Head and /or Attendance Officer with concerns;
- provide weekly, termly and annual attendance data figures for the SLT and Attendance Officer.

Action to be taken in the event of a pupil missing from a timetabled lesson or session

It is the responsibility of the timetabled teacher or allocated cover teacher / teaching assistant responsible for the class to:

- instruct the timetabled member of support staff for the lesson to look for the pupil and if he can't be found to notify the timetabled behaviour support teacher [or SLT] of the absence;
- record non-attendance in planner.

It is the responsibility of the timetabled Behaviour Support teacher to:

- conduct a thorough search of the building and grounds to attempt to establish where the pupil is and / or where he was last seen;
- instruct available teaching assistant[s] to assist in the search if needed;

- establish if the pupil is on the premises and escort him back to class if possible or monitor his whereabouts if he is refusing to return to class;
- if the pupil is not found after a 20 minute thorough search report the pupil as missing to the Deputy Head [or a member of the SLT].

It is the responsibility of the Deputy Head to:

- take further steps to ascertain the whereabouts of the missing pupil;
- instruct administrative staff and behaviour support teacher of further action to be taken.

If the pupil can still not be found following a search of the school, grounds and local area the Deputy Head will:

- make arrangements to contact parents/carers;
- make arrangements to report the incident to the police;
- make a note of the incident number on the contact card;
- meet with the police officers who attend the school and provide relevant information to enable the police to take action;
- inform the Child Protection Officer, Jane Counsell.

REVIEW DATE:

SIGNED:

Jayne Cowan – Chair of Governors