



ST FRANCIS SCHOOL

MISSING PERSONS (B9)

1.	General
1.1	All staff at St Francis School have a duty of care towards all of the children during the school hours, and it is important to take prompt action if a pupil goes missing. At all times we shall contact parents and/or carers about what is happening.
2.	Actions
2.1	<p>If a pupil cannot be accounted for at school, action must be taken along the guidelines listed below.</p> <p>If the pupil is not present at a registration, the Form Teacher must make enquiries as to his/her whereabouts.</p> <ul style="list-style-type: none">• The absentee list published by the School Office must be checked.• Music and Learning Support timetables checked.• The School Office must be consulted to check if the parent has collected the pupil.• Staff teaching that are present prior to the registration must be asked.• Fellow pupils must be asked.• Parents and/or carers called. <p>If the pupil is still missing after all these checks have been done:</p> <ul style="list-style-type: none">• The Deputy Headmaster, Headmaster or the next most senior member of staff must be informed.• The school grounds/buildings must be searched.• After a thorough search, the parents must be contacted in case the pupil has gone home.• If the pupil's home is within walking distance, a member of staff would set out on foot to attempt to catch up with him/her• The DSL would inform the Wiltshire Local Safeguarding Children Board (LSCB) and the school's Designated Officer for Allegations (DOFA)• The school would co-operate fully with any Police investigation and any safeguarding investigation by the local authority.• Inform the Chair of Governors.• The school's insurers to be informed.• A report would be made under RIDDOR to the Health & Safety Executive (HSE) if the pupil is injured.• During the course of the investigation into the missing pupil, the school, in consultation with the DOFA, will decide what information should be given to other parents, staff and other pupils and how press enquiries are to be dealt with.• A full record of all activities taken up to the stage at which the pupil was found would be made for the incident report. If appropriate, procedures would be adjusted.

2.2	<p>If none of these approaches have been successful the Headmaster, Deputy Headmaster or Senior member of Staff should contact the local Police and formally ask for a missing person's enquiry to be initiated.</p>
2.3	<p>In the case of a pupil going missing on a school trip, the member of staff in charge should initiate a search, and inform the appropriate local authorities and the management of the venue in question.</p> <ul style="list-style-type: none"> ● It is vital to ensure the security of the remainder of the group whilst this is taking place. ● An immediate head count would be carried out in order to ensure that all the other pupils were present. ● An adult would search the immediate vicinity. ● The school should be informed as soon as possible, and advice taken from the Headmaster or Deputy Head. ● Care should be taken to avoid other pupils or adults on the trip contacting the parents or friends of the children involved until the full facts have been established, and it is possible to present a balanced picture. ● Contact the police if the child is not found ● The DSL would inform the LSCB and the school's DOFA ● The school would cooperate fully with any Police investigation and any safeguarding investigation by the local authority ● Inform the Chairman of Governors ● The school's insurers would be informed ● A report would be made under RIDDOR to the Health & Safety Executive (HSE) if the child is injured.
2.4	<p>When the pupil is found, it may be necessary to consider disciplinary action. This will be handled by the Headmaster or Deputy Head.</p> <ul style="list-style-type: none"> ● Talk to, take care of and, if necessary, comfort the child. ● Speak to the other pupils to ensure they understand why they should not leave the premises/separate from a group on an outing. ● The Headmaster will speak to the parents to discuss events and give an account of the incident (having discussed this beforehand with the DOFA if necessary). ● The Headmaster will promise a full investigation (if appropriate involving the LSCB). ● Media queries should be referred to the Headmaster (after discussion with the DOFA if appropriate). ● The investigation should involve all concerned providing written statements.
3.	<p>Child missing from education</p>
3.1	<p>A child missing from education is a child of compulsory school age who is not on a school roll, not being educated otherwise, and who has been out of any educational provision for a substantial period of time.</p>
3.2	<p>Children absent from education for prolonged periods and/or on repeated occasions can act as a vital warning sign to a range of safeguarding issues including neglect, child sexual and child criminal exploitation - particularly county lines. It is important that St Francis School employees' response to persistently absent pupils and children missing education supports identifying such abuse, and in the case of absent pupils, helps prevent the risk of them becoming a child missing education in the future. This includes when problems are first emerging but also where children are already known to local authority children's social care and need a social worker (such as a child who is a child in need or who has a child protection plan, or is a looked after child), where being absent from education may increase known safeguarding risks within the family or in the community.</p>

	3.3	St Francis School will enter pupils on the admission register at the beginning of the first day on which we have agreed, or been notified that a pupil will attend the School. If the pupil fails to attend on the agreed or notified date, St Francis School will undertake reasonable enquiries to establish the child's whereabouts and the DSL (or DDSL in their absence) will consider notifying Wiltshire County Council (Education Department/Authority) at the earliest opportunity.
	3.4	St Francis School must monitor pupils' attendance through their daily register and have agreed with the local authority that they will inform Wiltshire Council of all pupils who fail to attend regularly, or have missed ten continuous school days of more without permission.
	3.5	If a pupil fails to return to school for 10 days after an authorised absence, or is absent from school without authorisation for twenty consecutive school days, the Head and/or Bursar may remove the pupils from their admissions register when the School and Wiltshire Education Authority have failed, after jointly making reasonable enquiries to establish the whereabouts of the pupil unless the School has reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause. The Head and/or Bursar should initiate discussions with parents or guardians wherever possible.
4. Records		
	4.1	An incident form must be filled in by the Form Teacher or senior member of staff using the school's safeguarding data base called Myconcern. The report should be detailed covering: time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, [the purpose of the outing], the length of time that the child was missing and how s/he appeared to have gone missing, as well as lessons for the future.

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