

## MISSING CHILD PUPIL POLICY

The school has an obligation to keep all its pupils safe whilst they are on the premises. The processes for doing this are laid out in the Health and Safety and Child Protection (Safeguarding) policies.

The whereabouts of pupils should be accounted for whilst they are on the school premises for the school day and for activities and events organised under the auspices of the school, and appropriate supervision provided.

Pupils attending instrumental lessons or Speech and Drama should have an appointment card which should be signed by the member of staff granting permission for the pupil to be absent from their lesson.

If a pupil cannot be accounted for when the class is registered, following procedures should be followed:

The School Reception (and Stobo Office in the case of a Junior Pupil) should be informed, either by phone for those rooms which have easy access to one, or by sending a pupil. The School Receptionist or the Head's Secretary should contact Meadow House to ascertain that the pupil is not attending an instrumental lesson and contact the peripatetic Speech and Drama teacher to ascertain that a pupil is not attending a Speech and Drama lesson without having shown their appointment card to the appropriate member of staff whose lesson they are missing.

SLT should be contacted and a thorough search of the school buildings and grounds carried out.

A member of the SLT should interview any pupil who may have knowledge about the most recent movements of the missing pupil and if possible, obtain the mobile contact for the missing pupil and try to contact them.

If the pupil remains unaccounted for, at this point, the police should be contacted and the parents informed.

Boarding pupils (outwith the school day)

House Parents should carry out a thorough search of the Boarding House.

They should attempt to contact the boarder by mobile phone.

If the boarder is still unaccounted for, the Senior House Parent should be informed if not already aware.

Any boarder who may have knowledge of the most recent movements of the person unaccounted for should be interviewed, and the following information ascertained if possible: last know location; clothes; any money they had available; any issues or problems which might have precipitated a disappearance.

The grounds should be searched.

House Parents should contact the police, the Head Teacher, the parents/UK guardian of the boarder concerned and the Designated Safeguarding Lead.

Once the boarder has been located, arrangements should be made for their return to the Boarding House if appropriate.

A full review should be carried out and appropriate actions put in place, with copies of the review sent to the Head Teacher, the Deputy Head Teacher, the Senior Teacher Pastoral and the Designated Safeguarding Lead. An addition copy should be held in the Boarding Office Missing Person File.

## **OUT-OF-SCHOOL HOURS DAY PUPIL SUPERVISION GUIDELINES**

### **Procedure for Pupil Supervision re staying on for an evening event**

- Sign off slip/electronic reply on letter to parents about Evening Event indicating if a) pupils are remaining in school between going home time and the start of the event and b) whether they require supervision at Enrichment Time. It should be made clear to parents that pupils remaining in school require a packed tea.
- This information should be collated by the member of staff organising the event.
- It is up to the member of staff organising the event to make sure that proper supervision is provided for pupils remaining in school, both for Enrichment (if they normally go home at 3.55pm) and between the end of the school day and the event. **BOARDING STAFF ARE ONLY AVAILABLE TO SUPERVISE PUPILS WHO ARE BOOKED INTO BOARDING FOR THE NIGHT AND SHOULD NOT BE ASKED TO LOOK AFTER ADDITIONAL PUPILS.**
- After Enrichment, pupils report to the member of staff responsible for their supervision.
- Packed teas should be eaten in a room organised by the supervising member of staff.
- Pupils remain under the care of the supervising member of staff until parents arrive, when pupils become responsibility of parents
- Under no circumstances are those pupils remaining in school to go to the Boarding House **UNLESS THEY ARE BOOKED INTO BOARDING FOR THE NIGHT.**

## **Procedure for Pupil Supervision re Parents' Evenings**

- Parents asked when booking appointments to e-mail the Senior Teacher Operations indicating their child will be remaining in school for Parents' Evening.
- Pupils should bring a packed tea if needed. They should not expect to join the boarders for their evening meal.
- Up to date list of pupils remaining in school to be produced on day of Parents' Evening by the Senior Teacher Operations
- Pupils remaining in School will require supervision if not booked into an Enrichment activity and they should go to the age appropriate Study activity.
- After Enrichment, pupils report to the designated member of staff
- Packed teas should be eaten in a designated classroom
- Pupils should remain in the designated classroom or other designated area until parents arrive, when pupils become responsibility of parents
- Under no circumstances are those pupils remaining in school to go to the Boarding House

## **UNCOLLECTED CHILD POLICY**

- If a child is not collected at the end of the school day, we follow the following procedures:
  - Parents/carers are contacted at home or at work.
  - If this is unsuccessful, the adults who are authorised by the parents to collect their child from the setting and whose telephone numbers are recorded on the Registration Forms are contacted.
  - All reasonable attempts are made to contact the parents or nominated carers.
  - The child does not leave the premises with anyone other than those named on the Registration Forms or in their file.
  - The pupil does not leave the premises with anyone other than those named on the Registration Forms or in their file.
  - A member of the SLT or a nominated member of school staff will take responsibility for the pupil until appropriate arrangements can be made for a satisfactory handover to an agreed responsible adult.

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