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Rationale for the Policy:	GSAL takes the safety of children very seriously and will take every precaution necessary to ensure that the children in their care do not leave a session unaccompanied.
Policy aim:	To ensure that a missing child is found and returned to

Introduction

The Grammar School at Leeds takes the safety of children very seriously and will take every precaution necessary to ensure that the children in their care do not leave a session unaccompanied. The chances of finding a missing child safe are greatest if the child's absence is discovered quickly. In the unlikely event that a child is noted to be missing from school premises, the school puts into practice agreed procedures. These ensure the most effective resolution of this potentially distressing situation. Many of our school routines and procedures are in place to contribute to the prevention of a child going missing and to ensuring the safe.. ds c (rin)2.31.6 (c (rin)2uh54 (.).4-3 (s)-1.t-3sE(pn)2.3 (d)2.2 9 (o)4.28.2 (ro)-6.686 (n)2

If a child is not collected at the end of the school day, the Primary SLT member on late duty will notify parents (or, if no response, the emergency contact) to ascertain if there is a problem and agree a way forward. The Primary SLT member will remain on site, supervising the child in an open area, until a trusted adult can collect them. Alongside the member of Primary SLT (who will stay until the child is collected) members of the estates' team are always on site until 21.00 as well. If the member of Primary SLT has been unable to contact any parent/carer for a child not collected at the end of the day/club they will discuss with either the Vice Principal or the DSL what the next steps should be which will include contacting Children's Social Care.

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If the other pupils in the class convey to the class teacher the location they think the missing pupil is, this should be stated in the body of the Missing Pupil email, however, this cannot be accepted as the truth by the class teacher but does help the 'lead' person in their action.

Once the class teacher has emailed, the class teacher should continue to teach the rest of the class.

If it is not possible for the class teacher to email, then a pupil should be sent to pupil reception to alert the staff on duty in that area (SSS administrator / year group administrator / attendance officer) who will send the email on the class teacher's behalf.

If the missing pupil turns up to your lesson after you have sent the email, please notify the 'Missing Pupil' MissingPupil@gsal.org.uk again to update the team.

2. The attendance officer should take the lead on the action and is known as the 'lead'.
3. If the attendance officer is not available then the relevant year group administrator (YGA) will be the 'lead', supported by another YGA.

12. If after 20 minutes, the pupil is still not located, the Senior Deputy Head, Pastoral will contact the pupil's parents to explain what has happened and what steps have been set in motion. The parents will be asked to come into School.
13. If a pupil's home is within walking distance and the parents are not at home, the School would consider sending a member of staff to set out on foot to catch up with the missing pupil.
14. Following this the Senior Deputy Head, Pastoral will notify the police and the school will act in accordance with police advice.

Additional information:

- I. After each stage, the 'lead' will 'respond to all' on the original distribution email to give an update on the situation.
- II. Class teacher should follow up absence at the end of the lesson, if not part of the email distribution in point I, above.
- III. If stage 13 is reached, the Chair of Governors will be informed
- IV. Other groups may need to be informed depending on the outcome of searches e.g. Local Safeguarding Children's Board, school insurers.
- V. If the pupil is located but has been injured significantly or has had to be taken to hospital, a report will be made, under RIDDOR, to the HSE.
- VI. A full record of all actions taken up to the stage at which the pupil was found will be made for the incident report (see Appendix 1). If appropriate, procedures will be adjusted.

Missing Pupil Procedure at the end of the school day:

- 1.

5. Transport team to check if the child boarded one of the GSAL Transport buses at the end of the day and to locate where they will have alighted.
6. Check of the site using the radios to keep alerting and liaising with the estates and domestic teams

Actions to be followed by staff if a child goes missing on a trip:

- 1.

APPENDIX 1

Missing Pupil Procedure - Incident Form

Please complete all information and return to the DSL (Designated Safeguarding Lead) once complete.

Date:	Name of pupil:
Age:	Class/Teacher:
Address:	Contact telephone number:
Emergency telephone number:	Mobile number:
Person reporting missing pupil:	
Time pupil was first missed:	
Place where pupil was last seen:	
Apparent reason for disappearance, if known:	
Outcome	
Pupil found by:	
Date & Time:	
Full details of location:	
Visual assessment of pupil's health and mental state:	
Reaction of parent/guardian:	
Signature of person finding the pupil:	
Please print name:	

APPENDIX 2

Missing Pupil Procedure – Areas to Search

Initial search areas for a child reported missing from The Grammar School at Leeds

Area	Searched by	Tick when completed
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Day of the week

Comments

Staff To Tick When Child Dismissed

Day of the week

Comments

