Foxfield School

**Missing Pupil Policy and Procedure**

This policy/ procedure is due for review on September 2022



Staff should read the SUPERVISION document in the staff handbook section of the Intranet in addition to these notes. Some pupils will actually run away, while others will not have the ability to stay with a group, and become detached.

1. There is a need for staff to have knowledge of their pupils, particularly those who are known to wander. Runners and wanderers should be recorded on the IMPORTANT INFORMATION SHEET.
2. The group dynamics are important, and changes in staffing of the group may need a review of trips out of school.
3. The problem may exhibit itself in or out of school. Both have potential dangers.
4. For a pupil who is liable to run away they must be supervised more closely than others, when out of school a member of staff

may be assigned specifically to them.

Setting clear targets for the pupils before they go out, and giving them responsibility for specified jobs may also help. If they are carrying something (e.g. a letter for posting) this gives them a purpose not to run off. Setting small targets, which keep them ‘on task’, may also help.

1. In school, staff as a whole need to be aware of where pupils are at all times. This should not interfere with Independence training, but safety must be paramount.
2. Staff will need to be aware of the emergency procedures for when a pupil goes missing in school, or out of school.
3. For pupils that could run away on a regular basis a Behaviour Management programme should be initiated.
4. In the most concerning cases staff should have a contingency plan ready to allow a pupil to be kept back in school. If a pupil is threatening to run away, or the member of staff judges by his/her mood that this is likely, safety issues, again, become paramount.
5. Please make sure all risk assessments have been undertaken when out in the community or your Evolve forms will not be authorised.

### PUPILS MISSING IN SCHOOL

#### Searching in school

If a pupil goes missing out of school this is covered in the second part of the document. If they go missing in school, there are slightly different procedures notably that more staff will be available to search.

The member of staff should be aware of the nature of the pupil i.e. whether he does this regularly, does he go to certain places, etc.

There should then be a systematic search of the whole school.

Staff should check that secure areas (i.e. pool, gym and any others) are indeed secure. This should be done first.

This should only be a quick search enlisting help to do this, of the building and the grounds and last a matter of one or two minutes. They should then alert a senior member of staff. That person will then coordinate the search.

**This will be done in and out of school at the same time.**

## PUPIL MISSING IN THE COMMUNITY

For non hazardous day (or less) trips as part of the curriculum the member of staff should contact the school as soon as possible and seek help if needed.

All available members of staff should walk or drive to the general area in which the child went missing and should then divide into small groups to search an area

This should be completed within five minutes at which point if not found the police should be alerted and a search using the school buses or any other available vehicles initiated. The parents must also be informed at the same time.

**The procedure for a pupil going missing whilst Out in the Community is as follows.**

1. Don’t panic.
2. Ensure the rest of the group is together and another member of staff is supervising.
3. RING SCHOOL to seek assistance.
4. Search the immediate area to ensure they have not just wandered away – DO NOT SPEND MORE THAN A FEW MINUTES ON THIS. Be aware of hazards nearby e.g. major roads, rivers etc.
5. If the group is O.K. you may then extend your search. Other staff will come from school A.S.A.P. both to pick up the remainder of the group and to assist in the search.
6. Enlist the help of people on the spot. Many shopping centres have their own security force who can communicate with each other.

If the pupil has not been found within five minutes then a senior member of staff will ring the Police and inform parents.

SEARCH COORDINATOR’S RECORD

**YOU MUST:**

1. **STAY BY THE PHONE**
2. **COORDINATE THE STAFF**
3. **MAKE ALL PHONE CALLS**
4. **MAKE SURE MEMBERS OF STAFF SEARCHING HAVE A MOBILE PHONE**

**IF THE PUPIL IS MISSING IN THE LOCAL AREA AROUND SCHOOL THEN ASSTAFF BECOME AVAILABLE SEND THEM OUT WITH THE MAP SHEETS.**

**SEND THEM IN THIS ORDER: 1 2 3 4 5 etc.**

# SEND THE CARS OUT WHEN AND IF AVAILABLE, BUSES TO PATROL PERIMETER OF ESTATE

**ONE BUS TO PATROL UP AND DOWN WOODCHURCH ROAD, BETWEEN ARROWE PARK HOSPITAL AND HOLME LANE, PRENTON AND A SECOND BUS TO PATROL BETWEEN ARROWE PARK HOSPITAL (ARROWE PARK ROAD) AND UPTON ROAD AT THE NORTH OF THE ESTATE.**

STUDENT NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WAS WEARING \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REPORTED MISSING \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POLICE INFORMED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (+ 5 MINS) 709 6010

PARENTS INFORMED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(+10 MINS)

TRANSPORT POLICE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 777 2228

**TIMES ARE MAXIMUMS. PROCEED EARLIER IF NECESSARY.**