



MAGDALEN COLLEGE SCHOOL

FOUNDED IN 1480
BY WILLIAM OF WAYNFLETE

MISSING PUPIL POLICY

Contents

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|---|---|
| Policy statement..... | 3 |
| Procedure for pupil missing during the school day | 3 |
| Information to be provided to the police..... | 4 |
| Prolonged and persistent absence | 4 |
| Review | 5 |
| Missing pupil records..... | 5 |

Policy statement

- Scope: This policy applies to all staff (and volunteers) at Magdalen College School. It should be read with the Safeguarding Policy, and has recourse to Keeping Children Safe in Education (KCSIE), September 2023. The Master and Usher have considerable discretion in the application of this policy.
- Publication: Parents may request a copy from the School or review the policy on the School website. It is associated with the Safeguarding Policy
- Policy aims: Through the operation of this policy we aim to:
 - protect the health and safety of all pupils at the School;
 - ensure that School staff know how to respond if a pupil goes missing.

Procedure for pupil missing during the school day

- In the event of a member of staff suspecting a pupil is unaccounted for, they should first check the register on isams. If the pupil is recorded as present at school, the member of staff should inform the Usher's Office and in particular the School Administrator.
- An initial search will be organised by the Usher's Office, with the assistance of others, such as reception, as required. This will include:
 - Checking the pupil's timetable and whether he/she could be in the library, music lesson or other 'off-timetable' commitment, as well as school trip lists for the day if applicable;
 - Checking with the Medical Centre to see whether the pupil has reported sick or has an appointment;
 - Contact staff i/c last activity;
 - Contact the tutor, HoY, HoS or other senior member of staff to initiate and engage in further searches;
 - If the pupil is found on site or in the vicinity, the School staff will make a concerted effort to persuade the pupil to return to the School. If the pupil refuses to do so, staff members at the scene will attempt to continue to monitor the pupil's whereabouts. Staff should consider contacting the parents in such circumstances;

- If the pupil is not found after initial searches, the Usher (who is also the School's Designated Safeguarding Lead or, in their absence, the relevant HOS who is also a deputy DSL, will contact the pupil's parents at this point and the situation must be reported to the Master's Advisory Committee along with the relevant details. All decisions on contacting parents should be made by the Usher or, in their absence, a HoS;
- If the initial search is unsuccessful, the Usher will contact the police after consultation with the parents (where appropriate) and provide the police with the information listed in section 4, as well as any other information reasonably requested by the police. A decision will be taken in accordance with the School's child protection policy and procedures as to whether the School should also contact children's social care in line with local procedures.

Information to be provided to the police

When the School contacts the Police during the day or night, the following information should be provided:

- the pupil's name
- the pupil's age
- an up-to-date photograph if possible
- the pupil's height, physical description and any physical peculiarities
- any disability, learning difficulty or special educational needs that the pupil may have
- the pupil's home address and telephone number and details of his/her parents/guardians
- a description of the clothing the pupil is thought to be wearing
- any relevant comments made by the pupil

The information will then be passed to the various police stations through police channels and no further notifications from the School should be necessary.

Prolonged and persistent absence

Where a pupil has not returned from a period of leave or has had a continuous period of absence, the School, together with the Local Authority, may need to carry out joint reasonable enquiries

under regulation 9 (1) (h) or (i) of the School Attendance (Pupil Registration) (England) Regulations 2024 to try to find out where the pupil is. The School also recognises that children who are absent from education particularly on repeat occasions and/or for prolonged periods can act as a vital warning sign to a range of safeguarding issues. The School's response to persistently absent pupils supports identifying such abuse, and helps prevent the risk of them becoming a child missing education in the future.

Review

This policy shall be reviewed every year by the Usher as part of the School's annual review of safeguarding and updated as necessary. In undertaking the review the Usher will take into account any recorded incidents that indicate that there may be a problem with supervision, pupil support or security at the School and any issues raised by individual members of staff, parents and pupils.

Missing pupil records

The School will keep a full written record of any incident of a missing pupil including:

- the pupil's name
- relevant dates and times (e.g. when it was first noticed that the pupil was missing)
- the action taken to find the pupil
- whether the Police or Social Services were involved
- outcome or resolution of the incident
- any reasons given by the pupil for being missing
- any concerns or complaints about the handling of the incident
- a record of the staff involved

A full written record of the incident will be kept on the pupil's electronic file.

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| Reviewed | January 2025 |
| Reviewer | Usher |
| Date of Next Review | January 2026 |