



HARROGATE LADIES' COLLEGE & HIGHFIELD

Independent School for Girls Aged 2 to 18
and Boys Aged 2 to 11

MISSING PUPILS POLICY

Harrogate Ladies' College family of Schools:

Highfield Pre School, Highfield and College

SLT Responsibility: Joanna Fox

Governor Committee Review: Pupil Welfare

Next Review Date: September 2022

PRINCIPAL: Sylvia F. Brett BA (Dunelm), MA (London). **COLLEGE VISITOR:** Baroness Harris of Richmond.
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Since 1893



Missing Pupils Policy

This policy applies to the Harrogate Ladies' College Family of Schools – Highfield Pre-School, Highfield and College - hereafter referred to as "the School".

This policy:

- applies to staff (including volunteers), pupils and parents at the School;
- should be read with the School's Safeguarding and Child Protection Policy and procedures; and
- is a mandatory requirement of Keeping Children Safe in Education 2021, the National Minimum Standards for Boarding Schools (DfE 2015) and the Statutory Framework for the Early Years Foundation Stage.

The procedures in this policy may be adapted as necessary in the circumstances.

Important Numbers

Senior Deputy	Office: ext. 255	Home: ext 204	Mobile : 07592 370244
Head of Highfield	Office: ext249		Mobile: 07827 338387
Senior Resident	Office ext: 243	Home Ext:284	Mobile: 07786 864926
Deputy Head EYFS & KS1	Office: ext 281		Direct: 01423 537030
Head of Lower School	Office: ext. 203		Mobile : 07585 331473
Head of Middle School	Office: ext. 203		Mobile : 07557 261749
Head of Sixth Form	Office: ext. 279		Mobile :
Head of Boarding	Office: ext 350	Lancaster ext:286	Mobile: 07833 444078
Wellness Centre	Office: ext. 215	01423 537003	Emergency Mobile : 07833 445016

This policy applies to all members of our school community, including boarders and those in our EYFS setting.



Procedure for pupil missing from School premises

If a pupil is missing from a lesson or an activity, the member of staff should contact the School Office for College as soon as possible either by email or telephone.

The School Office will check the signing-out book. If the pupil has not signed out, the School Office staff will make the necessary checks, with the caretaking team as required, around School, at the Wellness Centre, in the Music House, with previous lesson, peers, Boarding Houses and on the absence list etc. For Highfield Pre-School, the Deputy Head (EYFS and KS1) should be notified. If it is confirmed that the child is in session, checks will be made of the building and grounds.

For Highfield Prep, the Highfield Reception should be informed and similar checks will be made as in College.

If a College pupil still cannot be located the following should be initiated:

During School Office Hours

Receptionist

1. Re-checks Wellness Centre –
2. Alerts appropriate Head of School or senior member of staff. Additional checks made.

If unsuccessful, Head of School or senior member of staff:

1. Rings the pupil's mobile (if the pupil is likely to have a mobile on his / her person) in case he/she answers (mobile phones are not allowed to be on)
2. Checks location of next lesson and calls department – **if** unsuccessful,
3. Follow the steps in the Missing Pupil Procedure below.

If at any point the pupil is located – **RECEPTION** must be informed and they will then pass information to those concerned (Wellness Centre and Head of School)

Out of School Office Hours

The pupil's Housemistress must be alerted who will then:

1. Check Wellness Centre
2. Call the pupil's mobile number if able to
3. Search, or instruct Heads of House or prefects to search, House and environs
4. Check with the pupil's friends and ask them to call / message them



If a Highfield Pre-School pupil still cannot be found, the following should be initiated:

The Deputy Head (EYFS and KS 1) instructs staff to recheck the building and grounds and informs the Head of Highfield. The steps in the Missing Person Procedure will then be followed.

If a Highfield Prep pupil still cannot be found, the following steps will be initiated:

The Highfield School Administrator will inform the Head of Highfield and ensure that all buildings are rechecked. The steps in the Missing Person Procedure will then be followed.

Missing pupil procedure:

Where it seems likely that a College pupil may have left the school grounds:

1. The Housemistress / Head of School, as appropriate, will speak to the pupil's close friends and peer group and try to establish a last sighting and, if possible, obtain a mobile telephone number (if not already on file). The help of the Head of School / Housemistress will be sought to recheck the immediate surrounds.

It is important to keep the atmosphere calm.
2. The Housemistress / Head of School, as appropriate, will check all the obvious places on campus: Sports Hall, Field, Music House (if not already checked). The on-duty caretaker can be called and asked to assist with the search.
3. If the pupil is not found, the Senior Deputy will be contacted (or the senior member of staff on call) and will inform other members of Staff to ask them to question any other particular friends or those who may have been with the pupil recently.

(If appropriate, a fire drill practice may be carried out to see if that reveals the missing pupil.)
5. The Senior Deputy or Senior member of staff on call over a weekend will inform the Principal.
6. The Head of School/ Housemistress will be directed to telephone the pupil's parents. All decisions as to the point at which the parents should be contacted will be made by the Senior Deputy or senior member of staff on call over a weekend.
7. Senior Deputy to telephone Police following consultation with the pupil's parents (where possible and / or appropriate).



Where it seems likely that a Highfield pupils has left the school grounds:

1. The Highfield of Highfield (or member of the Highfield Leadership Team) will speak to the pupil's close friends and peer group and try to establish a last sighting. The help of staff will be sought to recheck the immediate surrounds.

It is important to keep the atmosphere calm.
2. Staff, as appropriate, will check all obvious places on campus and the on-duty caretaker can be called and asked to assist with the search.
3. If the pupils is not found, the Head of Highfield (or member of the Highfield Leadership Team) will inform the Principal who will instruct when to inform the Police.
4. The Head of Highfield (or member of the Highfield Leadership Team in his absence) will telephone the Police following consultation with the pupil's parents (where possible and / or appropriate).

Where a boarder has not returned to the Boarding House by 7.30/ 9.30pm (depending on age) but is most likely to be on campus the Housemistress must:

1. See friends; try to ascertain where, when and in what circumstances the pupil was last seen and whom he/she is likely to be with. Contact Duty Caretaker to see if anyone is left in the Main School Building following prep or supper
2. Ring missing pupil's mobile. Request Head of House and/or other prefects to search area immediately around the House and environs
3. If no further progress, contact other boarding Housemistresses. The on-duty caretaker can also be called and asked to assist in the search of the site
4. If the pupil is not found, the Senior Deputy should be contacted (or Senior member of staff on call over a weekend)
7. The Senior Deputy (or Senior member of staff, as appropriate) will ring the Principal
8. The Housemistress will be directed to telephone the pupil's parents. All decisions as to the point at which the parents should be contacted will be made by the Senior Deputy (or Senior member of staff on call over a weekend)
9. Senior Deputy to telephone Police following consultation with the pupil's parents (where possible and / or appropriate).

Procedure for pupil missing outside of School

If a pupil is missing from a school trip/educational visit or has not arrived at the School following a journey, the member of staff in charge will:

1. attempt to contact the pupil
2. check whether there were any delays or changes to the journey
3. check with other pupils and ask them if they have any knowledge of the missing pupil's whereabouts
4. Contact the on-duty emergency contact staff in school for support and guidance.
5. contact the pupil's accommodation, if applicable
6. contact the venue or the people that the pupil had visited, if applicable
7. contact hospitals and the Police and the parents or guardians.

If at any time there is a concern that a pupil has suffered or is at risk of suffering significant harm, the School's child protection procedures must be followed (see the School's Safeguarding and Child Protection Policy and Procedures).

Review

This policy shall be reviewed every year as part of the School's annual review of Safeguarding, and updated as necessary. In undertaking the review, the Designated Safeguarding Lead will take into account any records of missing pupil 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.

Records

The School must keep a full written record of any significant 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 children's 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.

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Missing Pupils Policy

Records will be retained centrally and a full written record of the incident will also be kept on the pupil's file. After any such serious incident, a full de-brief of procedures will be held by the Senior Deputy to inform and ensure best practice.