

WOLVERHAMPTON GRAMMAR SCHOOL

MISSING PUPIL PROCEDURE AND ARRANGEMENTS WHEN A PUPIL IS NOT COLLECTED FROM A SCHOOL ACTIVITY

Emergency School Contact or another member of SMT who will contact the Social Care Duty Officer on 01902 552999

PART ONE: MISSING PUPIL PROCEDURE

INTRODUCTION

The safety of all of the pupils at Wolverhampton Grammar School is of paramount importance. Every adult who works at the school has been trained to know that he or she has a key responsibility for helping to keep all of the pupils safe at all times. This includes training in the importance of effective information sharing to ensure our pupils are safe and receiving education. Where staff have concerns that a pupil is missing from school, this policy will be followed.

Every member of staff who works with pupils has read Part 1 and Appendix A of Keeping Children Safe in Education. The school's staffing ratios are generous and are deliberately designed to ensure that every pupil is supervised appropriately the whole time that he or she is in the school's care.

This policy was drawn up having had regard to the Independent School Regulatory Requirements (paragraphs 7 and 15), Early Years Statutory Framework, and Department of Education statutory guidance - Children Missing Education (August 2024).

By definition in this procedure, the term 'parents' refers to both parents and legal guardians, as applicable.

INFORMATION FOR PARENTS

The school's Supervision Policies describe:

- The arrangements for pupils arriving at school and leaving the premises at the end of the day
- The arrangements for supervising the pupils whilst they are in school
- The arrangements for registering the pupils in both morning and afternoon. Parents are responsible for notifying the school if their child is absent for any reason. The school will always contact the parents if the pupil fails to arrive at school without an explanation.

The school's Security, Access Control and Workplace Safety Policy describes the physical security measures which prevent unsupervised access to or exit from the building

The enhanced supervisory arrangements for outings involving pupils are set out in a detailed Offsite Trips and Visits Policy document. This document is on the school's website and can be provided to parents on request. The school reviews all policies regularly in order to satisfy itself that they are robust and effective. All new staff receive a thorough induction into the importance of effective supervision of pupils and are given detailed information in the Senior and Junior School supervisory duties guidance.

ACTION TO BE FOLLOWED BY STAFF IF A PUPIL FAILS TO ATTEND FIRST DAY OF SCHOOL

All new pupils are placed on the school's admission register at the beginning of the first day on which the school has agreed that the pupil will attend the school. If a pupil fails to attend on the agreed date and there has been no contact with the pupil's parents, staff must inform the Head without delay. The Head / Designated Safeguarding Lead will consider notifying the local authority at the earliest opportunity.

Where there are changes affecting the pupil (including a change of address or school), these will be reflected in the admission register. This will assist the school and external agencies when making enquiries to locate any missing pupils.

ACTIONS TO BE FOLLOWED BY STAFF IF A PUPIL FAILS TO ATTEND MORNING OR AFTERNOON REGISTRATION WHERE AN ABSENCE HAS NOT BEEN PREVIOUSLY NOTIFIED BY PARENTS

The school's procedures are designed to ensure that a missing pupil is found and returned to effective supervision as soon as possible. Registration takes place at the start of morning and afternoon sessions. If a pupil was found to be absent unexpectedly during registration, the school would carry out the following actions:

- An internal checking process will be made
 - Continue to check absence list
 - Check for external school trips/authorised sporting absences
 - Check for students who have signed in late at Reception
 - Check voicemail messages inbox in case parents have chosen to communicate this way
 - Check that authorised study leave for periods of exams or assessments recorded correctly on iSAMS
 - Visit lessons and Sixth Form areas to see if students are now present.
- In the Senior School: Parents will be sent a text message notifying them of their child's absence by approximately 10.00 (for morning registration) or by approximately 14.30 (for afternoon registration). Parents are requested to phone the Main School Office as soon as possible on 01902 421326 if they receive a message about their child's absence. Staff will also go to the pupil's timetabled lesson to check if they have arrived late or left a message with a classmate. If there is no response to the text message, parents will be telephoned by the Senior School Reception.
- In the Junior School: Parents will be telephoned by the Junior School Reception notifying them of their child's absence by 10.00 (for morning registration) or by 14.30 (for afternoon registration).
 - If there is **no response from parents**, steps 1 - 5 below will be followed.
 - Further attempts will be made to contact parents and/or emergency contacts.
 - DSL and Head will be informed. They will monitor the situation and agree actions. Consideration will be given as to whether a pupil missing from education is also identified as a welfare and/or safeguarding concern. Consideration will be given to other additional contextual factors.
- If the parents **can** be reached and **cannot** confirm the whereabouts of their child the actions below for a pupil going missing from school will be instigated.

ACTIONS TO BE FOLLOWED BY STAFF IF A PUPIL GOES MISSING FROM THE SCHOOL

The school's procedures are designed to ensure that a missing pupil is found and returned to effective supervision as soon as possible. If a pupil was found to be missing, the school would carry out the following actions during the working day:

1. Check with reception who will check the signing out/in book
2. Check with the pupil's friends to see if they know their whereabouts
3. Inform a senior member of staff
4. Check with any teacher who has taught that pupil during the day
5. At the same time, arrange for one or more members of staff to search the school grounds, library and toilets.

A record is kept by the school of any instances in which a pupil is missing from school without satisfactory permission and documentation, including the action taken and the pupil's explanation.

If the pupil is still missing, the following steps will be taken:

6. The Head/Head of Junior and Infants or another Designated Safeguarding Lead (DSL) will be informed
7. A DSL will notify the Police
8. A member of the Senior Management Team (SMT) will arrange for staff to search the rest of the school premises and grounds
9. The biometric door system and CCTV records would be checked for signs of entry/exit
10. A senior member of staff will ring the pupil's parents or if unavailable, their emergency contacts and explain their child is missing, and what steps to find the pupil have been set in motion and ask them to come to the school if appropriate to do so.
11. Consideration will be given as to whether a pupil missing from education is also identified as a welfare and/or safeguarding concern. Consideration will be given to other additional contextual factors.
12. A DSL will inform the Behaviour and Attendance team and follow local procedure as directed.
13. The school will co-operate fully with any Police investigation and any safeguarding investigation by the local authority.
14. The Chair of Directors will be informed
15. The school's insurers will be informed

During the course of an investigation into a missing pupil, the school, in consultation with the Behaviour and Attendance team and/or the Police, will decide what information should be given to other parents, staff and other pupils and how press enquiries are to be dealt with.

A full record of all activities taken up to the stage at which the pupil is found will be made for an incident report. The school will review its procedures and, if appropriate, these would be adjusted.

ACTIONS TO BE FOLLOWED BY STAFF IF A PUPIL GOES MISSING ON AN OUTING

- An immediate head count will be carried out in order to ensure that all the other pupils are present
- An adult will search the immediate vicinity and if applicable the venue manager informed
- The trip leader will contact the trip Emergency Contact by phone who will then inform the Head/Head of Junior and Infants or another Designated Safeguarding Lead (DSL).
- The school's critical incident plan will be invoked
- The remaining pupils will be taken back to school, leaving one member of staff in the vicinity

- The Head/Head of Junior and Infants or Emergency Contact will ring the pupil's parents and explain what has happened, and what steps have been set in motion to find their child. Dependant on the circumstances/venue situation, the parents will be asked them to come to the venue or the school at once
- The Police will be contacted
- A DSL will inform the school's LADO
- The school will cooperate fully with any Police investigation and any safeguarding investigation by the LSCB
- The Chair of Directors will be informed
- The school's insurers will be informed

A full record of all activities taken up to the stage at which the pupil was found would be made for the incident report. The school will review its procedures and, if appropriate, these would be adjusted.

ACTIONS TO BE FOLLOWED BY STAFF ONCE THE PUPIL IS FOUND

- Talk to, take care of and, if necessary, comfort the pupil
- Speak to the other pupils to ensure they understand why they should not leave the premises/separate from a group on an outing
- The Head/Head of Junior and Infants or Trip Leader/Emergency Contact will speak to the parents to discuss events and give an account of the incident (having discussed this beforehand with the LADO if necessary)
- The Head/Head of Junior and Infants will instigate a full investigation (if appropriate involving the Local Safeguarding Board) and a report will be produced.
- The school will review its procedures and, if appropriate, these would be adjusted.
- Media queries will be referred to the Head (after discussion with the LADO if appropriate)
- If the pupil is injured, a report will be made under RIDDOR to the Health & Safety Executive (HSE) if required.

DUTY TO REPORT

The school will inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more.

Where a pupil has been continuously absent without authorisation for a period of not less than 20 school days (and there are no reasonable grounds to believe the pupil is unwell or unable to attend because of any unavoidable cause), and the school and local authority have failed, following reasonable enquiry, to ascertain where the pupil is, the school may delete the pupil's name from the admission register. The school will inform the local authority of such deletion no later than the time at which the pupil's name is deleted from the register.

The school recognises its wider reporting duties following deletions from the admission register, in accordance with statutory guidance (Working together to improve school attendance (August 2024)) to help identify pupils who are missing education and/or otherwise at risk of harm.

PART TWO: PROCEDURES TO BE FOLLOWED BY STAFF WHEN A PUPIL IS NOT COLLECTED ON TIME

This includes failure to collect a pupil from a supervised after school club, a sports fixture both on and offsite or a school trip both on and offsite. This list is not exhaustive.

If a pupil is not collected within half an hour of the agreed collection time, a member of staff will call the contact numbers for the parent or carers. If there is no answer, a member of staff will begin to call the emergency numbers for this pupil. During this time, the pupil will be safely looked after by at least one member of school staff. If there is no response from the parents' or carers' contact numbers or the emergency numbers within a one-hour period or a lesser time period when the premises are closing, the member of staff will contact the Emergency School Contact or another member of SMT who will contact the Social Care Duty Officer on 01902 552999. Social Care will make emergency arrangements for the pupil and will arrange for a visit to be made to the pupil's house and will check with the Police. The school will make a full written report of the incident.

The school undertakes to look after the pupil safely throughout the time that he or she remains under the school's care, until such a time as s/he has been collected by a parent, guardian or carer, or until appropriate, alternative care arrangements have been made with Social Care and/or the Police in order to prioritise the pupil's safety. The school's DSLs will keep a record of incidents where parents/carers do not collect a pupil from school or are late for no explained or good reason, or where there are repeated incidents. If any concerns about the pupil's safety and welfare result, these will be dealt with in accordance with the school's Safeguarding Policy and procedures.

Please also refer to the following policies:

Safeguarding Policy - Staff network and website	Health & Safety Policy - Employment Manual
Behaviour Management Policy (pupils) - Staff network and website	Code of Conduct (staff) - Employment Manual and website
Educational Visits Policy - Staff network and website	Supervision Policy - Staff network and website
Security, Access Control and Workplace Safety Policy - Staff network and website	Supervisory Duties (Senior and Junior School) - Staff network
Attendance Policy	

Monitoring and Evaluation of this procedure

The school monitors and evaluates its Missing Pupil Procedure and arrangements when a pupil is not picked up from a school activity through the following activities:

- Senior Management Team Discussion
- Regular DSL meetings and report of safeguarding concerns to the Board
- Frequent scrutiny of accident and near miss data
- Regular analysis of a range of risk assessments
- Review of trip evaluation forms
- Review of concerns and complaints registers by SMT and Board of Directors

LXT
September 2025

Next Review:
September 2026