



SURBITON

HIGH SCHOOL

Missing Pupils

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Surbiton High School: Ethos and Aims

Ethos

- We are a vibrant learning community, which **inspires** every child to discover and embrace their individuality, to grow in their intellectual curiosity, and to enjoy their independence
- We acknowledge that there is no such thing as a typical Surbiton High School pupil and that impressive academic results are just one aspect in our rich tapestry of educational provision; therefore, we **encourage** every child to grow in compassion, respect and an outward looking attitude, living out the School's motto: *Amor nos semper ducat (May love always lead us)*
- We **empower** every child to thrive, developing social and emotional intelligence to become rounded and grounded in their character, demonstrating kindness and service to others

Aims

- Surbiton High School aims to **inspire, encourage and empower** our young people to discover and liberate the very best of themselves, exceeding their potential in an intellectually rigorous and challenging academic environment, balanced with outstanding pastoral care and support

We achieve these aims through our *Charter for Happiness and Well-being*. Our children:

- are **inspired** to deploy their highest strengths to tackle all situations, developing a growth mind-set and a can-do attitude, equipped with the tools to maximise their positive emotions
- are **encouraged** to find their niche, to be fully engaged in educational activities and to meet the highest challenges that come their way
- are coached and **encouraged** to develop strong relationships, to be empathetic and responsive to the needs of themselves and others
- are **empowered** to lead a meaningful life, to be able to understand what their goals are and to know what they are striving for
- are **empowered** to draw strength from celebrating their accomplishments, in order to tackle new challenges

We achieve these aims through our inculcation of *Learning Habits*. Our children:

- are **inspired** in their thinking, to ask questions, to make connections, to imagine possibilities, to reason methodically and to capitalise on their resources
- are **encouraged** to be emotionally invested in their learning, persevering in the face of difficulties, noticing subtle differences and patterns, managing their distractions, and becoming absorbed in their learning
- are **empowered** to be fully involved in their learning, growing in interdependence, collaborating effectively, listening empathetically to others, and imitating their learning habits
- are **inspired, encouraged and empowered** to be productive, planning their learning in advance, revising and reviewing their progress, distilling important information, and developing their own meta-learning



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United Learning and the United Church Schools' Trust

Surbiton High School is part of *United Learning* and the *United Church Schools' Trust*. The School has an Anglican foundation, valuing its Christian heritage whilst welcoming staff and children from all faiths and none. We share with United Learning its core mission statement "to bring out the best in everyone". We are committed to the aims of United Learning, including its *Framework for Excellence*, which can be found at www.unitedlearning.org.uk

Policy Statement

Surbiton High School is committed to the well-being and safety of all our pupils and ensuring that their whereabouts is known at all times. On occasions when a staff member identifies a pupil as missing from their expected location, immediate action is required as outlined in the procedures below. Communications with parents and the appropriate services (particularly the police) are an integral part of the procedure.

Surbiton High School recognises the statutory and pastoral duty that a School has towards its pupils and aims for all pupils to feel secure and confident in their environment.

For the purpose of this policy, the term 'missing' refers to a pupil being not present without authorisation or explanation.

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

Surbiton High School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

This policy is available to interested parties in accordance with our statement on the provision of information and it should be read in conjunction with the following documents:

- Attendance
- Child Protection (Safeguarding)

Surbiton High School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This policy is reviewed annually by Stuart Murphy, Assistant Principal, Pupil Development and Well-being or as events or legislation changes require, and in addition is subsequently checked and monitored by the School's Compliance Officer. Once checked by the Compliance Officer, this policy is sent to LGB Members so that they can familiarise themselves with it and monitor its implementation going forwards. The next scheduled date for review is May 2022.



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Responsibilities

It is the Principal/Heads of Surbiton High Girls' and Boys' Preparatory Schools' responsibility to ensure that all relevant staff are aware of this policy, to ensure relevant staff are aware of their responsibilities, what is expected and the procedures to follow and to ensure that the policy is reviewed on a timely basis. It is the responsibility of all staff to read the policy and act at all times according to its guidance.

It is the responsibility of parents to ensure they provide correct and updated contact information on an annual basis and know the procedures for handover of the pupil at the beginning and end of sessions.

It is the responsibility of the LGB to ensure that they are aware of the School's procedures and to challenge/support the School in its review of this policy.

Senior School Procedures

A pupil may be identified as missing:

- After an absence at morning registration is not confirmed by a parent following a text message alert and a subsequent call to parents
- By teaching staff missing pupils in a class
- By a report of a missing pupil by a fellow pupil
- If a child fails to return home at the end of the School day

Any member of staff discovering a discrepancy must immediately notify Reception who will:

- Contact the Form Tutor and Head of Year (and the Exams Office during exam periods) to assess whether the absence is expected
- Contact the School Nurse/first aider to check for any known medical emergency
- Contact the subject teacher of any timetabled class at which the missing pupil should be present (or should have been present earlier in the day: staff who might previously have taught or tutored the pupil that day)
- Check all lists of trips out of School and contact the trip leader if appropriate
- Check the signing in/out books at the School's front desk

If the pupil is still found to be missing, the School Office immediately inform the Principal and SLT and further contact is made with the parents to ask for further information. If the pupil is still considered to be missing:



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- SLT members initiate and oversee a search of the site
- SLT ensure all staff are emailed with the name of the pupil, date and time of first noted absence
- SLT advise all teachers due to teach or tutor the pupil later that day that they must immediately inform the office if the pupil appears

If the site search fails:

- Parents are updated, and a search of local roads is made on foot, or by car, by available staff and parents as appropriate
- On completion of this and any subsequent searches made over the day parents will continue to be informed of progress
- At her discretion, the Principal will arrange for the Police to be informed
- If considered appropriate, a School fire alarm practice will be used as a useful tool in locating missing pupils

If the pupil is found, or the incident is otherwise resolved:

- The Principal, parents and SLT are directly informed
- The Police is informed if they have been involved
- A notice cancelling the emergency situation is emailed to all relevant staff
- A written log is made as a MIS pupil contact giving details of the full incident
- An outline report on missing pupil incidents is made to the Local Governing Body at each of its meetings
- Complete the form entitled 'Child failing to return home at the end of the School Day'

Girls' and Boys' Preparatory Schools Procedures

A pupil may be identified as missing:

- After an absence at morning registration is not confirmed by a parent following a telephone call by the School Administration Staff
- By teaching staff missing pupils in a class
- By a report of a missing pupil by a fellow pupil
- If a child fails to return home after the end of the School day

Any member of staff discovering a discrepancy must immediately notify Administration staff, who will:

- Contact the Form Tutor to assess whether the absence is expected



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- Contact the School Nurse/first aider to check for any known medical emergency
- Contact the subject teacher of any timetabled class at which the missing pupil should be present (or should have been present earlier in the day: staff who might previously have taught or tutored the pupil that day) so that it can be established who was last to see the missing pupil, when and where
- Check all lists of trips out of School
- Check the signing in/out books at the School's front desk

If the pupil is still found to be missing, the School Administration Staff will immediately inform the relevant Head of Surbiton High Girls' / Boys' Preparatory Schools, together with SLT, and further contact will be made with the parents/guardians to ask for further information. If the pupil is still considered to be missing:

- Head informs Principal
- SLT members initiate and oversee a search of the site
- SLT ensure all staff are emailed with the name of the pupil, date and time of first noted absence
- SLT advise all teachers due to teach or tutor the pupil later that day that they must immediately inform the office if the pupil appears

If the site search fails:

- Parents are updated, and a search of local roads is made on foot, or by car, by available staff and parents as appropriate
- On completion of this and any subsequent searches made over the day parents will continue to be informed of progress
- At her discretion, the Principal will arrange for the police to be informed
- If considered appropriate, a School fire alarm practice will be used as a useful tool in locating missing pupils

If the pupil is found, or the incident is otherwise resolved:

- The Principal, Head, parents and SLT are directly informed
- The Police is informed if they have been involved
- A notice cancelling the emergency situation is emailed to all relevant staff
- A written log is made as a MIS pupil contact giving details of the full incident
- An outline report on missing pupil incidents is made to the Local Governing Body at each of its meetings
- Complete the form entitled 'Child failing to return home at the end of the School Day'



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Procedure for a Missing Pupil from Early Years Foundation Stage

- The teacher in charge informs the relevant Head of the Girls'/Boys' Preparatory Schools, SLT and the Administration staff
- The remaining pupils are gathered together into one group for an activity and with a designated member of staff. The pupils are sensitively asked by the teacher whether they have seen the pupil who is missing, as are all adults who were with the pupil, so that it can be established who was last to see the missing pupil, when and where
- Available members of staff carry out a thorough search of all the rooms in the immediate vicinity and the outside perimeter of the Girls' School or Boys' Preparatory Schools
- Doors and gates are checked to see if there has been a breach of security whereby a pupil could wander out
- Administration staff send an email to all staff with the name of the pupil, date and time of first noted absence
- If the pupil is not found within 10 minutes from the initial report, then the parents are informed
- The Head of the Girls' and Boys' Preparatory Schools in consultation with the Principal, will arrange for the Police to be informed
- On completion of this and any subsequent searches made, the Principal and parents will continue to be informed of progress.

If the pupil is still found to be missing, the Administration staff immediately inform the relevant Head of Surbiton High Girls' / Boys' Preparatory Schools, together with SLT, and further contact is made with the parents/guardians to ask for further information. If the pupil is still considered to be missing:

- Head informs Principal
- SLT members initiate and oversee a search of the site
- SLT ensure all staff are emailed with the name of the pupil, date and time of first noted absence
- SLT advise all teachers due to teach or tutor the pupil later that day that they must immediately inform the office if the pupil appears

If the pupil is found, or the incident is otherwise resolved:

- The Principal, Head, parents and SLT are directly informed by the School Office
- The Police is informed if they have been involved
- A notice cancelling the emergency situation is emailed to all relevant staff
- A written log is made as a MIS pupil contact giving details of the full incident
- An outline report on missing pupil incidents is made to the Local Governing Body at each of its meetings
- Complete the form entitled 'Child failing to return home at the end of the School Day'



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After the incident

- The Senior member of staff sensitively discusses, with the pupil's parents, the events surrounding the disappearance of the pupil
- If there is any evidence to suggest that the pupil wilfully went missing, either Matthew Close or Tracey Chong or Clemmie Stewart talks to the pupil in order to uncover any under-lying reasons why
- Ofsted is informed within 14 days in the case of an incident involving a missing EYFS pupil

The investigation

- The Principal carries out a full investigation taking written statements from all the staff present at the time.
- The incident report details:
 1. The date and time of the report
 2. What staff/pupils were in the class
 3. When the pupil was last seen in the class
 4. What has taken place in the group/class since then and the time it is estimated that the pupil went missing
- A conclusion is drawn as to how the breach of security happened
- Review after the event of systems and procedures, considering risk assessments and training

Pupils who repeatedly go missing

In the Senior School, Matthew Close (Senior Vice-Principal and Designated Safeguarding Lead) is responsible for identifying any pupils who go missing on repeat occasions. In such instances, he investigates further in order to establish any unknown under-lying reasons why this is the case.

In the Girls' Preparatory School, Clemmie Stewart (Head and Assistant Safeguarding Lead) is responsible for identifying any pupils who go missing on repeat occasions. In such instances, she investigates further in order to establish any unknown under-lying reasons why this is the case.

In the Boys' Preparatory School, Tracey Chong (Head and Assistant Safeguarding Lead) is responsible for identifying any pupils who go missing on repeat occasions. In such instances, she investigates further in order to establish any unknown underlying reasons why this is the case.



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Appendix 1: Form to be completed if a child fails to return home at the end of a school day

In the event we receive a report that a child has left school at the end of the day and not arrived home, the following procedure should commence.

1. Take the following information:

Name of child:

.....

Who reported him/her missing:

.....

Parent contacted:

.....

How the pupil usually gets home (include number bus etc):

.....

When they were expected home:

.....

Were they involved in any extra-curricular activities?

.....

2. Contact a member of SLT

Please follow the call list below until you get a response.

1. Matthew Close [redacted]
 - a. Jon Owen [redacted] if Senior School pupil
 - b. Clemmie Stewart [redacted] if Girls' Prep pupil
 - c. Tracey Chong [redacted] if Boys' Prep pupil
2. Rebecca Glover [redacted]
3. Any other member of SLT

Name of SLT member informed

.....

3. Sweep the relevant School

Time of sweep:

Who conducted it:



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Procedures for SLT

1. E-mail Matthew Close, Rebecca Glover and the Head of the Prep, if appropriate.
2. Phone the above. Leave a voice message if needs be.
3. Phone the parents to say that we have not found the person in School. If you cannot get hold of the parents, phone the emergency contact(s).
 - a. If you cannot get hold of anyone, assume the role of the parent. If the child has been missing for more than an hour, phone the Police.
4. Once the parents have been successfully contacted, they must take responsibility. Our advice would be to phone the Police if they are concerned.
5. Work with the parents to help find the child.
 - a. Confirm they have phoned and texted their son/daughter
 - b. Confirm if they have "Find my phone" / "Find my iPad" details
 - c. Confirm they have tried to contact the girls' friends. Under no circumstance must you share details of other parents or pupils with the parents.
 - d. Contact the parents of the pupil's friends to see if they their son/daughter has or can contact the pupil.
6. Ask the parents to contact the School once the child is found.
7. Keep MC (RRG and the Head of the Prep, if MC not available) updated via phone or e-mail if you are unable to contact him via phone
8. Complete the questions below

Once the pupil has been found briefly outline the following:

Why did the pupil not go home as planned?

.....

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.....

.....

.....

Where was the pupil?

.....

.....

.....

Who found the pupil?

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Document Information

Version Number	5
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