



CLAYESMORE

MISSING PUPIL POLICY

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INTRODUCTION

The school has a comprehensive process of registration: staff are required to register all students in all lessons, including games and for LEX activities on Saturday mornings

All absences from lessons and LEX among students in Years 3 - 11 should be followed up immediately by staff contacting the attendance team or a member of SLT.

Absences from games are treated slightly differently: they are followed up the same afternoon unless a pupil is known to be at risk in some way in which case they are followed up immediately. Those responsible for Year 9-11 games registrations use iSAMs to take their register.

All sixth form absences are also followed up within 24 hours, unless there is a known risk to a student. For students known to be of any concern they are followed up immediately.

Occasionally, a pupil cannot be accounted for and the following procedures should be used. Finding a missing pupil takes priority over all other things.

A missing pupil during the normal school day and boarding hours may be defined as:

- 1) a pupil who has registered at a previous registration slot, but fails to go to class or a known activity and whose whereabouts cannot be accounted for.
- 2) a boarder who has not registered for supper after school, or whose whereabouts cannot be accounted for during or after Prep.

All Clayesmore staff recognise that effective registration procedures play a vital role in keeping pupils safe from potential harm.

SECTION ONE - YEARS 3-8

I. REGISTRATION OF PUPILS

Monday to Friday, all pupils are registered before lessons begin in the morning and at the start of every lesson.

- Registration of pupils in the Prep School takes place at 8.30am in tutor groups.
- The electronic register is checked in the school office at 8.40am.
- The parents of children whose absence has not been explained via a telephone call, letter or email will be contacted by 9am to ascertain why the child is not in school.
- The office staff check the registers at the beginning of a lesson and if a child is not present, they are able to check lists for music lessons, TLC lessons, LAMDA lessons and medical appointments, and make the relevant adjustments to the register.
- The office staff will inform SLT if there is no explanation for the child's absence.

Attendance is optional on a Saturday morning.

- On a Saturday morning, pupils are registered at 9am and 11am by the member of staff who is leading their LEX option, to check who has arrived in school and who is present.
- The lists are returned to the office.

2. ABSENT AT REGISTRATION

If a teacher cannot account for a pupil's absence at any time during the day they should alert the school office. If the school office is unaware of a pupil's whereabouts they will inform a member of SLT who will decide which course of action needs to be taken.

A number of routine checks should be made before declaring a pupil 'missing.'

These include:

- checking with the office/emails for medical appointments, TLC, Health Centre, music and drama rotas etc.
- checking emails from colleagues who are undertaking school trips/fixtures during school time
- check with the office that a pupil has not been signed out for an appointment

if the pupil cannot be accounted for, then a member of SLT will decide upon the next course of action.

3. ACTIONS IN THE EVENT OF A PUPIL BEING DECLARED 'MISSING'

These might include:

- a conversation with known friends of the missing pupil – this is often the most useful thing to do.
 - consider calling the mobile number of the pupil (held by the boarding house for this purpose)
 - a thorough search of the boarding house and any other appropriate places.
 - a search of other buildings, including the Art Room and Music School.
 - a search of The Writer's Block and the adventure playground.
- Within 15 minutes all searchers should report by phone to the person co-ordinating the search – the Deputy Head or an Assistant Head.
 - The Head should be alerted at this stage.
 - The next stage is to conduct a search of the grounds
 - DFO's staff should be asked to check the grounds and report by radio or phone to the person co-ordinating the search.
 - After 5pm the Assistant Head/Deputy Head should personally supervise the checking of the school grounds.

- If the pupil is still missing, two staff will set off in cars – one to Blandford and one to Shaftesbury along the A350, returning along the Upper Road.
- A third member of staff should drive to Child Okeford.
- If the pupil is still missing, the Head, AH/DH, or Houseparent will phone the parents.
- The police should be called.

4. ACTIONS TO BE FOLLOWED AFTER 6.15PM ON A NORMAL SCHOOL DAY (MONDAY-FRIDAY) AND DURING BOARDING HOURS OVER A WEEKEND

A number of routine checks should be made before declaring a pupil 'missing.'

These include:

- asking pupils and following-up suggestions, referring to the health centre, evening activities and the school office sign-out sheet
- checking with the Houseparent for a change in the pupil's arrangements
- if the pupil cannot be accounted for, then a member of SLT will decide upon the next course of action, including contacting CSS houseparents to assist
- If the child is declared 'Missing', the same procedures will be followed as above in the sections titled 'Action In The Event Of A Pupil Being Declared 'Missing' and then' Actions To Be Followed By Staff Once The Pupil Is Found', with the possibility of using Clayesmore Senior School boarding house staff to assist.

5. PUPILS MISSING ON A SCHOOL TRIP/OUTING

If a pupil goes missing on a school visit, in addition to taking the appropriate action, as detailed on the risk assessment following the agreed actions, the member of staff in charge of the school party should contact the Head to inform them of the situation.

6. ACTIONS TO TAKE WHEN A PUPIL 'MISSING' ON A TRIP/OUTING 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
- a member of SLT will speak to the parents to discuss events and give an account of the incident
- the Head will initiate a full investigation, and where appropriate involve Social Care/ Dorset Children Safeguarding Board
- Media queries should be referred to the Head or designated spokesperson
- the investigation should involve all concerned providing written statements
- the report should be detailed covering:

- i. time;
- ii. place;
- iii. numbers of staff and pupils;
- iv. when the pupil was last seen;
- v. what appeared to have happened;
- vi. the purpose of the outing;
- vii. the length of time that the pupil was missing;
- viii. how he/she appeared to have gone missing;
- ix. lessons for the future.

7. ACTIONS TO BE FOLLOWED BY STAFF ONCE THE PUPIL IS FOUND

- If the pupil has been found and is injured but the injuries are not serious, first aid will be given.
- If the injuries are thought to be serious the Health & Wellbeing Centre will be informed.
- If a pupil who was thought missing but has been found unharmed, but is clearly upset or troubled then the following procedures will be followed:
 - i. inform parents and staff immediately
 - ii. talk to, take care of and, if necessary, comfort the pupil to establish why they went missing
 - iii. hand over the pupil to the appropriate person for further action
 - iv. if a pupil has been found missing because they have failed to observe the School's rules on registration procedures, then disciplinary action may be considered
 - v. ensure that the incident is written up under the pupil records using the Wellbeing Manager in iSAMS
 - vi. relevant staff including the DSL will review the incident and take any further action according to the perceived needs of the pupil. If this amounts to a child protection concern the appropriate child protection protocols will be observed and followed.

8. COLLECTION OF PUPILS

- If pupils are collected during the school day, they are signed out from the prep school office by a known adult.
- At the end of the school day on Monday to Friday, pupils can be collected from the bus shelter at 4.20pm, or the Everett Building for Year 3 – 4, but 3.30pm on a Wednesday.
- Pupils can also be collected at 5pm from the bus shelter, Monday to Friday except Wednesday.
- Pupils are supervised when being collected from the bus shelter.
- Pupils meet the duty member of staff, who has an up-to-date list of pupils

who are going home at that time, in The Courtyard at 4.20pm or 5pm, before moving to the bus shelter with the member of duty staff

- If a pupil is not collected within 15 minutes, they are brought back to prep school reception where they are supervised until collected.
- Outside of these collection slots and when school has finished, pupils are collected from the prep school reception, this includes after fixtures on a Wednesday and Saturday
- Boarders are collected from prep school reception and signed out if going home for the weekend.
- Pupils who are using the bus are registered for supper, with the boarders, at 5pm
- The bus pupil list is provided by the office staff, who liaise with the Transport Manager
- Any missing bus pupils, or extra pupils, are checked with the Transport Manager by the office staff.
- The bus pupils are brought back to the Seddon Building by a member of the duty staff for 5.25pm.
- They are signed out of school by the duty staff when they take their place on the school bus, from 5.30pm

9. ACTIONS TO BE FOLLOWED BY STAFF WHEN A PUPIL IS NOT COLLECTED AT THE CORRECT TIME

- All pupils who are collected from school at the end of the day are made aware if their parent/guardian/carer informs the school that they will be late. The pupil will remain with the duty member of staff or wait in the prep school reception and may need to be taken to supper in the Main House so that they continue to be under supervision.
- If no communication is received about a pupil they will remain in the reception area of the Seddon Building and the school office will call the contact numbers for the parent and/or other appropriate contact numbers pertinent to the pupil.
- If there is no response from the parents' contact number or the emergency numbers within a three hour period the police and/or social services will be contacted. The incident will be recorded and logged on the pupil's MyConcern safeguarding profile.

SECTION TWO - YEARS 9-13

I. ABSENT AT REGISTRATION

DAY PUPILS

- The attendance team rings the contact numbers of any day student who has failed to register.
- If the pupil is known to have arrived at school, or was placed on a school minibus and is thought to have arrived, follow section 2 below.
- If it is clear that the pupil has left home but not arrived at the school, the situation may be urgent. The registration team informs the parents and one of the Deputy Heads, and, in consultation with parents, the next steps are determined.
- Consider contacting the police immediately.

BOARDERS

In the case of a boarder who misses registration, the registration team

- contacts the Houseparents (or Matrons) who should conduct a search of the house, if this has not already been done.
- uses the timetable on ISAMS to identify where the pupil should be and personally visits the room.
- phones the Health & Wellbeing Centre, the Music School and the TLC to see if the pupil has presented themselves there.
- If the boarder is still missing go to section 2.

2. BETWEEN 9AM AND 5.30PM

- Monday - Friday: Staff noticing a pupil absence MUST check ISAMS where further information about absence might be logged against the pupil's name.
- Saturday morning: Staff noticing a pupil absence MUST check ISAMS where further information about absence might be logged against the pupil's name and/or LEX registers.

If the absence is not explained, the attendance team should be informed, and they will:

- check the known absences for the day
- Saturday mornings: check with activity leader or assigned staff
- check with the HWBC
- inform Houseparents and matron (if possible)
- inform one of the Deputy Heads who will decide what steps to take. These might include:
 - i. a conversation with known friends of the missing pupil – this is often the most useful thing to do.
 - ii. consider calling the mobile number of the pupil (some are held by the

- boarding house for this purpose)
 - iii. a thorough search of the boarding house and any other appropriate places.
 - iv. a search of other buildings, including the Art Block, Music School, Sports Centre and Devine House.
 - v. a search of other boarding houses
 - vi. a search of the Prep School and The Writer's Block
 - vii. a search of the village shop, the village field and the children's playground.
- Within 15 minutes all searchers should report by phone to the person co-ordinating the search – the Deputy Head, attendance team, or the Houseparent.
 - The Head should be alerted at this stage.
 - The next stage is to conduct a search of the grounds
 - viii. DFO's staff should be asked to check the grounds and report by radio or phone to the person co-ordinating the search.
 - ix. After 5pm the Deputy Head should personally supervise the checking of the school grounds.
 - If the pupil is still missing, two staff will set off in cars – one to Blandford and one to Shaftesbury along the A350, returning along the Upper Road.
 - A third member of staff should drive to Child Okeford.
 - If the pupil is still missing, the Head, DHs, or Houseparents will phone the parents.
 - The police should be called.

3. EARLY EVENING PERIOD OR WHEN THE SCHOOL IS STILL BUSY WITH PEOPLE/EVENTS

- When a day student who normally goes on the school bus fails to appear, the procedure is that the driver contacts the Transport Manager for further instructions.
- The Transport Manager contacts a) Houseparents and b) Deputy Heads.
- The Houseparents checks the House and the DH checks the main site.
- The results of these checks are phoned to the Transport Manager.

If the pupil is still missing:

- Follow the procedure listed for 2 above.

4. AFTER 6.30PM OR AT WEEKENDS

The Houseparent should be contacted immediately and will:

- Arrange for the HWBC to be contacted to see if the pupil is there
- Contact the duty Deputy Head and the Head.
- Follow the procedure listed under 2 above.
- Contact the other boarding houses and ask for sightings.

- Searches should be conducted quickly and reported on within 15 minutes – probably by phone.
- If the pupil is still missing, the Head or Deputy Head will arrange for two staff to set off in cars – one to Blandford and one to Shaftesbury along the A350, returning along the Upper Road – as above. A third person should drive to Child Okeford.
- If the pupil is still missing, the Head or Deputy Head will arrange for parents to be informed and then call the police.