# Missing Pupil Policy

## Springfields Academy

September 2025

Reach South Academy Trust, March 2017. Review frequency as per overall safeguarding policy.

## 1 Policy statement

1.1 Through the operation of this policy we aim to:

1.1.1 protect the health and safety of pupils at the Academy;

1.1.2 ensure that Academy staff know how to respond if a pupil goes missing.

1.2 This policy:

1.2.1 applies to staff (including volunteers), pupils and parents at Springfields Academy;

1.2.2 should be read with the Child Protection and Safeguarding Policy and Procedures; and

1.2.3 is a mandatory requirement of *Keeping Children Safe in Education* (Department for Education (DfE)), 2024.

1.3 The procedures in this policy may be adapted as necessary. The Headteacher and the Deputy Headteacher have a wide discretion in relation to the procedures in this policy.

1.4 This policy is provided to all staff e.g. in the Staff Handbook. Parents may request a copy from the Academy or review the policy on the Academy website.

## 2 Responsibility

2.1 The Trustees delegate appropriate responsibilities for the day to day management of the Academy to the Headteacher via the scheme of delegation to the Executive. In practice, all members of staff contribute to the safety of pupils at the Academy by providing appropriate supervision in accordance with the directions of the Headteacher and Senior Leadership Team. Academies are under a general duty to supervise pupils to the standard of a prudent or careful parent.

2.2 Any member of staff responsible for a class or group of pupils at the beginning of the day must take the register, record any absences and return it to the school office promptly, to ensure that any follow-up action can be taken and that accurate 'live' records are kept. This is monitored weekly and further analysed every half term.

2.3 Any member of staff who realises a pupil is missing during the day or sees a pupil in a place where the pupil should not be has a duty to inform the relevant school admin or senior leader without delay.

## 3 Procedure for pupil missing during the day

3.1 If a member of staff or volunteer notes that a pupil is missing from class, he / she should contact Reception/the school office immediately.

3.2 Reception / the school office will then:

- check the child's timetable for that day
- check with pastoral managers to ask them to locate them

3.3 If the pupil cannot be found following the above investigation, the pastoral managers will notify the Designated Safeguarding Lead, or, in her absence, the Deputy Designated Safeguarding Lead. The staff will conduct an initial search of the Academy and the vicinity. The Headteacher will be kept informed by the Designated Safeguarding Lead.

3.4 As part of the initial search process, the pupil's fellow friends and classmates will be asked if they have any knowledge of the missing pupil's whereabouts.

3.5 If the pupil is found on site or in the vicinity, the Academy staff will make a concerted effort to persuade the pupil to return to the Academy. 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/carers in such circumstances.

3.6 If the pupil is not found after the initial search, the Designated Safeguarding Lead will ring Reception to register the pupil as missing together with any suggestions as to where the pupil might be based on information gained from speaking to staff and other pupils. The Designated Safeguarding Lead will contact the pupil's parents/carers at this point and the situation must be reported to the Academy's Senior Leadership Team along with the relevant details. All decisions on contacting parents/carers should be made by the Designated Safeguarding Lead.

3.7 If the initial search is unsuccessful, the Designated Safeguarding Lead will contact the police after consultation with the parents/carers (where appropriate) and provide the police with the information listed in section 5, as well as any other information reasonably requested by the police. A decision will be taken in accordance with the Academy's Child Protection and Safeguarding Policy and Procedures as to whether the Academy should also contact children's social care in line with local procedures.

## 4 Procedure for pupils missing during an Academy trip or during or following a journey

4.1 If a pupil is missing from an Academy trip or has not arrived at the Academy following a journey, the member of staff in charge will:

- check whether there were any delays or changes to the journey
- check with other pupils and accompanying parent and ask them if they have any knowledge of the missing pupil's whereabouts
- contact the venue or the people that the pupil had visited, if applicable
- contact where the pupil was staying, if the trip was residential
- contact hospitals and the Police and the parents/carers.

## 5 Information to be provided to the Police

5.1 When the Academy contacts the Police, 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 distinguishing physical features
- any disability, learning difficulty or special educational needs that the pupil may have
- the pupil's home address and telephone number
- a description of the clothing the pupil is thought to be wearing
- any relevant comments made by the pupil or their friends or classmates
- an appropriate contact name/details at the Academy.

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

## 6 Missing pupil incident book and reporting to governors

6.1 The Academy must 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 children's social care were involved
- outcome or resolution of the incident
- any reasons given by the pupil or any other party for them being missing
- any concerns or complaints about the handling of the incident
- a record of the staff involved.

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

6.3 The Designated Safeguarding Lead will inform the governor with responsibility for safeguarding to enable any appropriate action or review by governors to take place.

## 7 Children missing from education

7.1 The Academy shall inform the applicable local authority (within which the pupil resides when not at the Academy) of any pupil who is going to be deleted from the admission register where he / she:

7.1.1 has been taken out of Academy by his / her parents/carers and is being educated outside the Academy system e.g. home education or abroad;

7.1.2 has ceased to attend the Academy and no longer lives within reasonable distance of the Academy;

7.1.3 has been permanently excluded; or

7.1.4 has been withdrawn from the Academy and we are unable to confirm the name of his / her new school.

7.2 The applicable local authority must be notified as soon as the grounds for deletion are met, but no later than deleting the pupil's name from the register. This will assist the local authority to:

7.2.1 fulfil its duty to identify children of compulsory school age who are missing from education; and

7.2.2 follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse, neglect, sexual exploitation or radicalisation.

7.3 The Academy shall inform the applicable local authority of any pupil who:

7.3.1 fails to attend the Academy regularly; or

7.3.2 has been absent without the Academy's permission for a continuous period of 10 Academy days or more, at such intervals as are agreed between the Academy and the local authority (or in the absence of such agreement, at intervals determined by the Secretary of State).

7.4 Academy attendance registers are carefully monitored to identify any trends. Action should be taken in accordance with the Academy's Child Protection and Safeguarding Policy and Children Missing in Education & Children Absent from Education Trust Duties & Guidance September 2024 if any absence of a pupil from the Academy gives rise to a concern about his / her welfare.

## 8 Review

8.1 This policy shall be reviewed every year as part of the Academy's annual review of safeguarding, and updated as necessary. In undertaking the review the Designated Safeguarding Lead will take into account any incidents in the Missing Pupil Incident Book that indicate that there may be a problem with supervision, pupil support or security at the Academy and any issues raised by individual members of staff, parents and pupils.

**Authorised by** N Shutcombe

**Date**: 17th September 2025

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| **Effective date of the policy** September 2025 |