



ORWELL PARK SCHOOL
Nacton, Ipswich IP10 0ER

LOST OR MISSING PUPILS
POLICY AND PROCEDURE

Date:	January 2016
Status:	Approved
Review Date:	January 2017

JBE 21/01/16

1. PURPOSE

The Governors and Staff of Orwell Park School ('the School') are very aware of the importance of maintaining a high level of personal security within the School and for safeguarding pupils when they are in the charge of School staff.

The purpose of this procedure is to set out the measures that will be taken in the event that a child is unaccounted for and his/her whereabouts are not known.

2. ORGANISATION

2.1 Responsibilities

Management responsibility for the security of pupils is shared between the Governing Body, the Headmaster and the Bursar. The School has drawn up the following arrangements to enable this responsibility to be effectively discharged. The identified person for day-to-day responsibility for security of pupils is the Headmaster or, in his absence, the Deputy Head Pastoral.

2.2 Supervision

Arrangements for the supervision of pupils are as follows:

Boarding time (6.45 pm – 7.15 am)

Direct supervision by Head of Boarding / Head of Boys' Boarding, Houseparent and duty boarding staff

Start of the School day

(Main School 7.55 am – 8.05 am, Pre-Prep/EYFS 8.00 am – 9.00 am)

- ❖ Pre-Prep/EYFS: Class teachers / Teaching Assistants (TAs) directly supervise all pupils.
- ❖ Main School: Duty Matrons, Boarding staff, Duty teaching staff.
Boarding pupils take supervised breakfast in the School dining room from 7.30am to 7.55am. From 7.55am all pupils report to designated areas for registration, unless attending an activity such as music lessons, spelling groups etc.

Breaks

- ❖ Pre-Prep/EYFS: Class teachers / TAs directly supervise all pupils within clearly defined and secure play areas. At least three members of staff will be on duty at any one time, including one fully qualified teacher.
- ❖ Main School: Duty teaching staff assisted by Gaps / Duty Matrons
- ❖ Pupils either remain in the School building or use the School field within clearly defined boundaries.

Lunchtime

- ❖ Pre-Prep/EYFS: Class teachers / TAs escort all pupils to the Main School dining room where they directly supervise lunch. Pupils are then escorted back to the Pre-Prep/EYFS where they are directly supervised within clearly defined and secure play areas.

- ❖ Main School: Duty teaching staff assisted by Gaps / Duty Matrons
- ❖ Pupils take supervised lunch in the School dining room in a staggered system from 12.00pm to 1.40pm. During lunch break pupils remain in the School building or use the School field within clearly defined boundaries, unless attending supervised prep, choir rehearsals or other supervised activities.

End of the School day

- ❖ Pre-Prep/EYFS:
 - Parents/Guardians are required to sign their child out before removing them from the Pre-Prep School. Signing in and out sheets are situated in the main entrance.
 - Pupils remaining for 'Late Stay' or activities are directly supervised by duty Class Teachers / TAs.

- ❖ Main School:
 - 3.30pm – 5.30pm: All parents are required to sign pupils out at the desk in the North Hall. This process is overseen by the member of staff on duty.
 - 5.30pm – 8.00pm: All parents are required to sign pupils out at the desk in the North Hall. This process is overseen by the duty Gap assistant.
 - Late stay / boarders are supervised by Duty Teaching Staff assisted by Gaps / Duty Matrons. Pupils remain in the School buildings or use the School field (daylight hours only) within clearly defined boundaries, unless attending supervised prep or other activities. Pupils take supervised tea in the School dining room in a staggered system from 5.15pm to 6.45pm.
 - Away fixtures / trips: All pupils participating in away sports fixtures or other trips/activities off-site (where they have not been transported to the venue by parents) will be brought back to School and day pupils will be supervised until they have been signed out by parents. Parents wishing to collect their own and/or other children directly from the away venue must arrange this, in advance, with the teacher in charge, who will then sign these pupils out upon returning to the School.

2.3 Registration procedures and controls

- ❖ **General:** Morning registration takes place electronically at 8.05am in Tutor groups. Afternoon registration is taken at 2.05pm by the teacher of lesson 8; on a Wednesday and Saturday afternoon games staff send in registers to the North Hall to be put onto ScholarPack by the School Office (Wednesday) and duty staff (Saturday). Off games pupils are registered and supervised by a member of staff.

- ❖ **Late book:** Pupils who are unable to attend registration for any reason are required to sign in the 'late book' kept at the Reception desk.

- ❖ **Pre-Prep/EYFS:**
 - Children arrive at the Pre-Prep/EYFS between 8.00 am and 9.00 am Monday to Friday inclusive. When they arrive, the parent/carer is required to ring the doorbell and a member of the Pre-Prep team will open the door. Children in the Pre-Prep are registered on ScholarPack by 9.00am.

- ❖ **Trips / visits / away sports fixtures:** Responsible staff are required to complete the 'Away details sheet' and other documentation in accordance with the School's policy and procedures for Trips and Visits. This information is held by the School Office, on the fire board.
- ❖ **Ad hoc absence:** Individual pupils leaving the School site during the day for any reason must be signed out by their parent / guardian and signed back in again with Reception upon their return.

2.3.1 Procedures for collating information and for checking absentees:

Registration

- ❖ Parents / guardians are requested to contact the Main School or Pre-Prep/EYFS as appropriate by 8.30 am to report any absence of their child(ren), give a reason for the absence and some indication, if known, of the likely length of the absence.
- ❖ Any member of staff receiving a message reporting a pupil absence must communicate this information as soon as possible to Reception.
- ❖ Teaching staff (Main School) are required to complete registration by the electronic registration process (ScholarPack). If for any reason the electronic system is not working, teaching staff must register their children on paper. Registration information must be passed to Reception by 8.30 am.
- ❖ Teaching staff (Pre-Prep/EYFS) will complete registration by 9.00 am on ScholarPack.
- ❖ Any pupils not accounted for will be located in accordance with the School's policy for Lost or Missing Pupils.

Signing out

Information from the 'Signing out' sheets in the North Hall and the Boarding list will be reconciled each day by the Duty Boarding Staff after the 6.45pm registration to identify any pupil(s) that:

- ❖ Is not listed on the boarding list
- ❖ Has not been signed out
- ❖ Is not attending an activity, trip or away sports fixture

Registration is again carried out by the boarding staff (between 7.30-8.05pm depending on year groups) as the boarders arrive in the boarding house for showers. The missing pupil policy is followed in the event of a pupil being unaccounted for.

3. PROCEDURE TO BE FOLLOWED IN THE EVENT THAT A CHILD IS UNACCOUNTED FOR

3.1 Normal School hours (8.00 am – 5.30 pm)

In the event that a pupil does not attend registration (am or pm) and:

- ❖ This is not a planned / authorised absence
- ❖ No message has been received from either parents or staff to confirm the whereabouts of the child

:- action will be taken by the School Office in coordination with the Deputy Head Pastoral as follows:

1. Check the sign-out sheets.
2. Check the School Office diary.
3. Ring around all the likely places that the child may be within the School.
4. Inform the Headmaster or, in his absence, the Deputy Head Pastoral who will take control of the situation from this point.
5. Conduct a thorough search of the School.
6. Contact parents/guardians to find out if the child has been kept away / removed from the School by them for any reason.
7. Sound the fire alarm and check all children present.
8. Contact the emergency services.

3.2 Evening / Boarding time (6.45 pm – 7.55 am)

In the event that a child is unaccounted for and it is expected that the child should be on the premises, action will be taken by Duty Member of Staff as follows:

1. Check the sign-out sheets.
2. Check in the School Office to see if any message has been received.
3. Question other pupils to ascertain the child's last known whereabouts and, if possible, where he/she is likely to have gone.
4. Conduct a thorough search of the School site and premises.
5. Alert the Headmaster (who will take control of the situation from this point).
6. Contact parents and inform them of the situation / check they have not been removed for any reason without notifying the school.
7. Sound the fire alarm and check all children present.
8. Contact the emergency services.

3.3 Trips and Visits (away from the School site)

In the event that a child goes missing during a trip away from the school site, action should be taken as follows:

1. Question other pupils to ascertain the child's last known whereabouts and, if possible, where he/she is likely to have gone.
2. Ensure that the rest of the group is safe and looked after.
3. Conduct a thorough search of the location / area.
4. Inform the Headmaster, or in his absence, a member of SMT at the School.
5. Contact the police.
6. In the event that a senior member of staff is unreachable, then Nick Matthews (EVC) should be informed and asked to keep trying to contact the Headmaster / senior member of staff, thereby enabling the Trip Leader and other accompanying staff to concentrate their efforts on the search.
7. The Headmaster or Deputy Head Pastoral will contact the child's parents.

3.4 Record keeping

In the event that a child goes missing from School, a written record will be made of the incident, the action taken and the reason why the child was missing. The record will become part of the child's individual welfare record and the incident will be referred to the child's Tutor, Class Teacher or to the Welfare team as appropriate.