



MOUNT
KELLY

Boarding and Day School
Boys and Girls, Aged 4-18

Missing Pupil and Supervision Policy

Reviewed	October 2026
Next Review	October 2027
Owner	Head of Prep / Deputy Head Pastoral

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1. Pupil Supervision

1.1 Policy Statement

The Mount Kelly Governing Body and the Head Master have specific obligations to ensure, as far as is practicable, a safe place of work is established for all employees and others that enter the School. The School will ensure that the supervision of pupils throughout the school day is adequate to ensure their health, safety and welfare. All staff have a duty of care to the children, which is based on the principle of *loco parentis*. This can be thought of as the standard of care expected of a prudent parent.

1.2 Policy aims

Through the operation of this policy we aim to:

- Protect the health and safety of pupils at the School
- Provide sufficient supervision measures to maintain an orderly, respectful and positive school environment in which our School Values can thrive
- Demonstrate how staff are deployed to ensure the proper supervision of pupils
- Ensure that staff understand their responsibilities in relation to the general supervision of pupils during the school day.

This policy should be read in conjunction with the following school policies; Pupil Equality Policy, Child Protection and Safeguarding Policy, Health and Safety Policy, Visitor Policy, Trips and Educational Visits Policy and Pupil Attendance Policy. This policy also has regard to the following statutory guidance and requirements:

- Keeping Children Safe in Education 2026
- Working Together to Improve School Attendance (July 2026)
- Children Missing Education: statutory guidance for local authorities and schools (September 2025)
- School Attendance (Pupil Registration) (England) Regulations 2024
- Early Years Foundation Stage statutory framework for group and school-based providers (effective 1 September 2026)
- National Minimum Standards for Boarding Schools (May 2026)
- Relevant Devon safeguarding and Children's Social Care procedures

1.3 Responsibility

A key principle underlying this policy is that all staff, whether officially 'on duty' or not, have a duty of care and therefore an on-going responsibility to intervene if pupils are in need of supervision.

Any perceived deficiency in supervision should be reported immediately to the Senior Leadership Team for immediate rectification.

In defining the measures in place to ensure the adequate supervision of pupils, the following are considered:

- The School bounds are clearly indicated on noticeboards. Pupils are regularly reminded which areas are out of bounds
- Regard for the ages and capabilities of our pupils
- A systematic approach to safety through risk assessments in the light of foreseeable risks
- School rules that have been drawn up to seek to eliminate (or significantly reduce) anticipated risks (risk assessments), and these rules are known to all pupils. Pupils are made aware of these rules during pastoral meetings and are regularly cross referenced in assemblies and classroom discussions. The School rules are on all House notice boards and are displayed around the Prep and College.

1.4 EYFS

Before school	• The class teacher takes responsibility for the pupil once she or he has been signed in. Supervision officially begins at 08:15 • Children arriving before 08:15 must be supervised by their responsible adult, unless a prior arrangement has been agreed with a member of staff • Staff running breakfast are responsible for the children until they are escorted to their class
School trips	• Staff follow protocol for off-site visits including fixtures • All potentially hazardous activities are fully risk assessed and the School will ensure the allocation of an appropriate ratio of supervising staff/adults for each activity/trip
08:15-09:00	• Pupil registration, assemblies, free play and lessons. All activities supervised by class teacher or staff in charge of that activity
Lessons	• Children are in class • On the occasion of staff absence, cover arrangements are put in place • Staff follow known registration procedures • Absences are followed up by Reception and monitored by the class teacher • If a child becomes ill during the day, parents will be contacted and asked to collect the child. The child is supervised by Matron until collection
Break and Lunch	• Lunch is taken in the School dining hall. Staff supervise and sit at the tables to eat lunch with the children as per the EYFS statutory framework • Pupils returning to classrooms are supervised by School staff • All break and lunch playtimes are directly supervised by School staff • At the end of playtime pupils are collected by their next timetabled subject teacher • During wet weather pupils are supervised by their class teacher in classrooms and / or the Sports Hall

Post-lessons	• All clubs/activities are supervised by members of staff. The level of supervision is adequate to ensure the welfare of the whole group • At the conclusion of clubs/activities the member of staff running the club has responsibility of ensuring safe return to either the responsible adult or the After School Club member of staff • If a club is cancelled pupils are supervised in After School Club until collected by their responsible adult
School tea	• Children are supervised during tea by the lead member of the After School Club • If a child is not collected by 18:00, the lead member of staff will contact parents

1.5 Prep School

Before School	• Boarders: the Houseparents (or their Deputy) together with the matron are responsible for pupils in the House • A member of the House staff will wake the boarders, or be available to check on those who are ill • Day Pupils: are able to join Breakfast Club at 07:30 • Breakfast is supervised by Breakfast Club staff
School Trips	• Staff follow the School protocol for off-site visits, including fixtures • All potentially hazardous activities are fully risk assessed and the School's Educational Visits Co-ordinator will ensure the allocation of an appropriate number of supervising staff for each activity / trip
Swimmers	• Swimmers undertaking early morning and late evening training are supervised by their coach in the pool and afterwards in breakfast and for tea, or by catering's duty supervisor. As for breakfast, the duty supervisor may call upon additional assistance from SLT if needed. After breakfast swimmers move to their form class where they are registered.
08:15 – 08.25 08:25 – 08.35	• All Form Tutors are in their classrooms by 08:15 • Registration takes place in the classroom from 08.25 – 08.35 • At 08.35 the class is escorted to assembly by the Form Tutor on the relevant days
Lessons	• Pupils attend lessons • On the occasion of staff absence cover arrangements are put in place • Staff follow known registration procedures. Absences are followed up by Reception and monitored by the School Attendance Champions.
Unwell pupils	If a pupil has to be sent home unwell, they will not be allowed to leave the premises until their parent or guardian is aware of the situation and has come to collect them. In the event of a pupil needing to be taken to hospital in an emergency, a member of staff will accompany the pupil until the parent, guardian or host family arrive and assume responsibility.
Break and Lunch	• Lunch is taken centrally in the Prep dining hall – the duty team and teaching staff supervise the dining room • A registration is taken during lunch • Pupils playing outside after lunch are under the care of the Duty Team • Pupils undertaking lunchtime activities are supervised by the teacher in charge of the activity

Signing Out 16:35-16:45 17:30-17:45	• Pupils sign out once they have been collected from the front of Tavy House by their parent / carer / responsible adult • If the School has received written permission a pupil in Year 7 or 8 may sign themselves out • A member of the duty team is present to assist with signing out • No child is allowed to leave the premises without signing out • If a child is not collected, they will join the supervised Prep Club • All sporting activities are supervised by members of staff. The levels of supervision are adequate to ensure the welfare of the whole group
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	If sport is cancelled, pupils are supervised by the teacher running the sport
Games Sessions & off Games	• Changing for games, beforehand and afterwards is remotely supervised by School staff • All games sessions are directly supervised by School staff • Pupils who are off games are supervised by School staff and attend one of the following according to need: ○ Sick Bay ○ The Blue Room ○ The Boarding House ○ A games activity
After School Clubs	• Pupils who have signed up to an after-school club make their way to the correct location where the member of staff assigned to that club will undertake the activity and supervise • If a child is unable to attend, they must inform the member of staff responsible • At the end of the club, the member of staff will accompany the children to the Front Hall for signing out
Boarders' Supper After-School Care	• Boarders have supper from 17.30 under the supervision of the Houseparents and duty staff • Day children signed in for supper, are welcome to join the boarders
Saturdays & Sports Fixtures	• There is a boarding staff rota for the weekend • Pupils playing representative sport are supervised by the member of staff responsible for their team. Sports coaches carry out agreed protocols for away fixtures / matches and ensure close liaison with parents for collection. Sports coaches will not leave the premises until all children have been collected • Pupils involved in Saturday activities are supervised by the member of staff i/c. Registers are taken • Pupils remaining in-house are supervised by a rota of teaching staff

	• Boarders: Houseparents return to duty from 16.30 and are responsible with an Assistant Matron and Graduate Teaching Assistant for the boarders at the Prep • Boarders are closely supervised throughout the day and have regular activities
Sundays	• Boarders are the responsibility of the duty boarding staff • Regular checks / roll calls are held throughout the day • The Sunday trip is organised by the duty member of staff. Appropriate ratios and risk assessments are put in place according to School policy

1.6 College

Before School	• Boarders: the Houseparents, together with the matron, are responsible for pupils in their House • A member of the House staff will wake the boarders, or be available to check on those who are ill • Day Pupils: the Houseparents or designated staff take responsibility for the pupil once he/she has arrived at the House. Day pupils can arrive at their Houses from 08:00 • Breakfasts are supervised by staff who can call upon the catering manager and the SLT if required
School Trips	• Staff follow protocol for off-site visits, including fixtures • All potentially hazardous activities are fully risk assessed and the School will ensure the allocation of an appropriate number of supervising staff for each activity / trip • The School Educational Visits Coordinator (EVC) checks that appropriate supervision ratios are in place before the trip is allowed to leave site
Swimmers	• Swimmers undertaking early morning and late evening training are supervised by their coach in the pool and afterwards in breakfast and for tea, or by boarding staff • Swimmers are registered for each session so that any absences can be followed up • As for breakfast, staff may call upon additional assistance from the SLT if needed
Lessons	• On the occasion of staff absence, cover arrangements are put in place • Staff follow known registration procedures • Absences are followed up by Reception and monitored by Tutors, House Parents and the Deputy Head Pastoral • Sixth form pupils not in a lesson can work in the Library, Sixth Form Centre or in their House • Sixth Form pupils are permitted to leave the school site during authorised periods in accordance with Sixth Form privileges and School procedures. Pupils must sign out and back in as required and remain subject to School expectations regarding conduct, attendance and safeguarding.
Unwell pupils	• If a pupil has to be sent home unwell, they will not be allowed to leave the premises until their parent or guardian is aware of the situation and has made arrangements for them to get home safely. In the event of a pupil needing to be taken to hospital in an emergency, a member of staff will accompany the pupil until the parent, guardian or host family arrive and assume responsibility.

Break and Lunch	• Breakfast and lunch are taken centrally in the dining hall – a lunch duty rota is in place to ensure adequate supervision • The majority of pupils return to their Houses at break and during lunch Houses are staffed by House staff and a duty rota is in place to ensure adequate supervision • Pupils undertaking activities are supervised by the teacher i/c • A member of staff on the duty rota patrols outdoor areas during lunch
Post -Lessons and Early Evening Games and Activities	• All organised activities are supervised by members of staff. Levels of supervision are adequate to ensure the welfare of the whole group • Pupils who are off games will be either in Sick Bay or in their House and supervised by a member of House staff, or they will be supervised in the Library completing academic work. • Day pupils may be collected from the front of the College. School buses depart at 17:40 • Reception is manned until 18:00: any pupil who misses their transport reports to Reception or their House • At the conclusion of lessons, sport or activities, responsibility for supervising pupils returns to House staff • Boarders permitted an exeat into town must sign out (and back in) from their Reception until 1740 or in Houses after 1740 • Boarders must return in time for supper (unless they have agreed otherwise with their House Parents)
School Supper	• Supper is supervised by the catering staff's duty supervisor and attendant • staff
Evening 19.00 - Beds	• Roll call take place in House and absences are followed up by duty House staff • Pupils leaving the House must only do so with permission from staff. They are required to sign out and back in • Additional checks are made throughout the evening • Prior to lights out all boarders will be seen by a member of the House staff during their final House check • House staff will perform a 'security check' according to the needs of each House • Overnight supervision is the responsibility of the House staff. If emergency medical treatment is required boarders will seek support from resident staff or the Emergency Care Group

Weekends: General	• If a boarder has been granted an exeat, the Houseparents will carry out the agreed procedures to ensure the continued health and safety of the pupil. <i>This protocol is also relevant to mid-week overnight exeats.</i> If a boarder is staying with another pupil, written permission from both the boarder's parents and the parents of the host pupil will be sought.
Weekends	• Pupils involved in School games / matches are the responsibility of the staff i/c. Staff follow agreed protocols for away fixtures / matches • Boarders not involved in matches are the responsibility of the House staff • Boarders are registered at 15.00 on both weekend days • Boarders are permitted an exeat into town – they must sign out (and back in) from their House
	• Boarders are expected back into their Houses for an evening roll call by 19:00, whereupon regular evening checks are made • Various off-site school trips are organised, and staff ensure risk assessment protocols are followed
Yondr Pouches and Mobile Devices	• Y9-11 College pupils are required to keep their mobile phones secured in their Yondr pouches in accordance with the School's procedures. • Pupils remain responsible for their Yondr pouch and enclosed device throughout the school day. • The use of Yondr pouches does not alter the School's responsibility for the supervision and safeguarding of pupils. • In an emergency or where there is a safeguarding, welfare or medical need, a member of staff may authorise access to a pupil's mobile device. • Where a pupil is missing, staff may attempt to call or message the pupil's mobile telephone as part of the School's missing pupil procedures. Staff should be aware that the telephone may remain secured within the pupil's Yondr pouch and that the pupil may therefore be unable to answer or respond. • Staff must not rely solely on mobile contact when attempting to establish a pupil's whereabouts. The School's normal missing pupil checks and escalation procedures will continue to be followed.

2. Missing Pupil Policy

2.1 Policy Statement

The safety of our pupils is our paramount concern. Every adult who works at the School appreciates that he or she always has a key responsibility for helping to keep pupils safe. In practice, all members of staff contribute to the safety of pupils at the School by providing appropriate supervision in accordance with the directions of the Head Master and Senior Leadership Team (SLT).

Schools are under a general duty to supervise pupils to the standard of a prudent or careful parent. Any member of staff who becomes aware that a pupil is missing or in a place where the pupil should not be, has a duty to inform a member of SLT without delay.

All new staff will receive induction into the importance of effective registration and supervision of pupils.

The Head Master and SLT have a wide discretion in relation to procedures in this policy and adaptations can be made where considered necessary and in the best interests of the pupil/s.

2.2 Policy aims:

Through the operation of this policy we aim to:

- promote the safety of pupils at all times
- ensure that School staff know how to respond if a pupil goes missing

For the purposes of this policy, the term 'missing' refers to a pupil being absent without authorisation or explanation

2.3 Registration and Supervision Procedures

The School maintains admission and attendance registers in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024 and current Department for Education statutory guidance. Attendance is recorded at the beginning of the morning session and again during the afternoon session at the times specified in the School Pupil Attendance Policy. Any unexplained absence identified through registration is followed-up promptly in accordance with the Pupil Attendance Policy and safeguarding procedures.

The Pupil Attendance Policy contains the definitive registration procedures and times for each part of the School.

2.4 Definition of 'missing'

For the purposes of this policy, a pupil is considered missing when their whereabouts cannot be established and their absence from the place where they are expected to be is unexplained or unauthorised. This may include a pupil who has previously been registered as present, a pupil known to have arrived on the School site but who cannot subsequently be located, or a boarder whose whereabouts cannot be established at an expected roll call or check.

Children Missing Education (CME)

A pupil missing from supervision or from an expected activity is not necessarily a “child missing education” as defined in statutory guidance. Where circumstances indicate that a pupil may meet the statutory definition of CME, or where a pupil leaves the School without a known destination, the School will follow its Pupil Attendance Policy, the School Attendance (Pupil Registration) (England) Regulations 2024, current Department for Education Children Missing Education statutory guidance and Devon local procedures.

Outside of normal school hours, a missing boarder is ‘a pupil who fails to be present for any of the house roll calls and routine checks as to their whereabouts fail to locate them within a reasonable timeframe according to the age of the pupil’.

2.5 Early Years Procedures

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child is declared missing, the following actions will be taken:

1. A register is taken to ensure all the other children are accounted for
2. Head of the Lower Prep informed
3. All adults and children asked when they last remember seeing the child
4. Other children are to be occupied in their classroom(s) by a member of staff
5. A thorough search of the Lower Prep Department, checking all spaces, cupboards, washrooms where a small child might hide
6. Doors and gates checked for signs of entry/exit

If the child is not accounted for, the following steps are to be taken:

1. Head of Prep, DSL and the DDSL for EYFS informed
2. A thorough search of the rest of the school premises and grounds is conducted
3. Parents/carers will be informed immediately by the Head of Prep and advised of the action being taken. They will be asked to follow any instructions given by the School or Police regarding attendance at the School or another location.
4. The Head of Prep/DSL will make an immediate assessment of risk and contact the Police without delay where there is reason to believe that the child may be at immediate risk of harm. Searching the School must not delay an emergency referral where circumstances indicate that immediate Police assistance is required
5. Head of Prep to inform the Head Master who informs the Chairman of Governors
6. The DSL/DDSL will consider whether the circumstances indicate a safeguarding concern requiring consultation with or referral to Devon Children’s Social Care, in accordance with the School’s safeguarding procedures
7. The School will co-operate fully with any Police investigation and any safeguarding investigation by Social Care

8. The Head of Prep/DSL will determine and make any required notification to Ofsted or other relevant regulator within the applicable statutory timescale
9. COO to inform the School Insurers
10. The COO/relevant responsible person will consider whether the incident is reportable under RIDDOR and, where required, make the necessary report to the HSE.
11. An appointed member of staff will complete an Incident Report

Actions to be followed by staff if a child goes missing on a School trip:

1. Member of staff i/c informs the Head of Prep immediately
2. A member of staff will conduct a head count to ensure all other children are accounted for
3. Staff, with the assistance of venue staff will conduct a thorough search of the immediate vicinity
4. The remaining members of the party will be returned to school
5. Thereafter procedures are as above from point 3 onwards

NB The enhanced supervisory arrangements for outings are set out in a detailed policy document: Educational Visits for EYFS Children. Both documents are available to Parents / Carers on the School website (and can be provided to parents on request). We review these policies regularly (at least once a year) to satisfy ourselves that they are robust and effective. All new staff receive a thorough induction into the importance of effective supervision of very young children.

Actions to be followed by staff once the child is found

The child's immediate welfare will be assessed. The child will be reassured and comforted as appropriate, and first aid or medical assistance sought if required.

- The Head of Pre-Prep, Head of Prep and DSL/DDSL will be informed immediately that the child has been found. The Police and any other agencies that have been notified will also be informed without delay.
- The child's parents/carers will be informed immediately. The Head of Prep, or another appropriate senior member of staff, will explain what has happened and the action taken by the School.
- The child should be given an opportunity to explain what happened, without being subjected to repeated or leading questioning. Any information suggesting a safeguarding concern will be passed immediately to the DSL/DDSL.
- Other children will be reassured as appropriate. Where relevant, staff will remind pupils about the importance of remaining with their group and following staff instructions, without identifying, blaming or embarrassing the child concerned.
- A full written record of the incident will be completed, including the circumstances of the disappearance, actions and searches undertaken, people and agencies contacted, where and how the child was found, and any relevant information provided by the child.

- The Head of Prep, working with the DSL/DDSL and relevant staff, will undertake a full investigation into the circumstances of the incident. Where there is a safeguarding concern, the School will follow its safeguarding procedures and make any necessary referral to Children's Social Care/Devon Front Door.
- The investigation will consider whether any risk assessments, supervision arrangements, security measures, staffing arrangements, procedures or staff training need to be amended to reduce the risk of recurrence.
- Any required notifications to Ofsted, the Health and Safety Executive, insurers or other relevant bodies will be made in accordance with the applicable statutory requirements and timescales.
- All media enquiries will be referred to the Head Master or other person designated under the School's communications/crisis management procedures. Staff must not comment on the incident to the media or on social media.

Procedures to be followed by staff when a child is not collected on time

- If a child is not collected at the agreed collection time, staff will ensure that the child remains appropriately supervised and reassured while attempts are made to establish the reason for the delay.
- The School will attempt to contact the child's parents/carers using the contact details held on the child's record. Staff should not necessarily wait 30 minutes before attempting contact, particularly where an unexplained delay is unusual, or there are other reasons for concern.
- If parents/carers cannot be contacted, the Head of Lower Prep or another designated senior member of staff will attempt to contact the child's authorised emergency contacts.
- The child will not be released into the care of anyone who is not authorised to collect them, unless suitable arrangements have been confirmed with a person who has parental responsibility in accordance with the School's procedures.
- Where reasonable attempts to contact parents/carers and emergency contacts have been unsuccessful and the normal school day is ending, the Head of Lower Prep will inform the Head of Prep and DSL/DDSL. The circumstances will be considered and an appropriate plan agreed for the child's continued care.
- As Mount Kelly is a boarding school, where appropriate the School may make temporary arrangements for the child to be cared for within the School's boarding provision. Any such arrangement will be made by a senior member of staff in consultation with the DSL/DDSL and boarding staff. The child will remain appropriately supervised and cared for, taking account of their age, needs and the relevant safeguarding and welfare requirements.
- Emergency use of boarding provision does not replace the School's safeguarding responsibilities. Staff will continue reasonable attempts to contact the child's parents/carers and emergency contacts, and the DSL/DDSL will consider whether their inability to be contacted or failure to collect the child gives rise to a safeguarding concern.

- Where there is a safeguarding concern, or where suitable arrangements for the child's care cannot reasonably be made, the DSL/DDSL will seek advice or make a referral to Devon County Council Children's Social Care Front Door on 0345 155 1071 during office hours, or the Emergency Duty Service on 0345 600 0388 outside office hours, at weekends or on public holidays.
- If there is reason to believe that the child is at immediate risk of significant harm, the Police will be contacted immediately on 999. Devon County Council also directs people to contact the Police on 999 where a child is at immediate risk.
- The School will follow any advice or instructions received from Children's Social Care or the Police.
- A full written record will be made of the incident, including the agreed collection time, attempts to contact parents/carers and emergency contacts, decisions made concerning the child's care, any advice received from external agencies, and the time and circumstances in which the child was ultimately collected or transferred to another appropriate person's care.
- The DSL/DDSL and Head of Prep will consider whether the incident raises any wider safeguarding concerns or requires further action.

Collection other than by an adult with parental responsibility

- Staff will never hand over a child to an unknown individual without parental consent
- If an unknown individual presents at the Lower Prep to collect a child a member of staff will immediately ring the parents to confirm that they have been given permission by the parent/carer to collect the child
- A password system is utilised to ensure those who are not parents / carers are *bona fide*

2.6 Prep and College Procedures

During the school day

1. Before a pupil is declared 'missing' the member of staff will make a number of routine checks which can include:
 - Asking the pupil's friends / siblings for suggestions about their possible whereabouts
 - Referring to the iSAMS Out of School list
 - Checking with Reception that the pupil has not been signed out for an appointment
 - Checking music and LAMDA lessons and Off Games lists
 - Checking with the Hm / Tutor for parental emails
 - Contacting sick bay / Matron / Health and Wellbeing Centre
 - Checking the Personalised Learning rooms
 - Checking information concerning sports fixtures/activities/school trips
2. If the child is still not located, a member of the SLT will be informed. At the Prep, the Head of Prep will be informed. A member of the SLT / Head of Prep, will establish an incident control room and lead in the search for the recovery of the missing pupil

3. The designated member of the SLT will undertake a range of further checks. This will include:

- Speaking with pupils / friends / siblings of the missing pupil
- Carrying out another search including a sweep of school grounds
- Attempting to contact the pupil via their mobile device, including by call or message. For College pupils in Years 9-13, staff should be aware that the device may be secured within the pupil's Yondr pouch and the pupil may therefore be unable to answer or respond. Mobile contact should not delay or replace the other checks and escalation procedures set out in this policy.
- Alerting all relevant staff to the possibility of there being a missing pupil
- A local area check

Note: The timescale of events will be determined by the age and vulnerability of the pupil, the time of day and any other factors deemed relevant to the pupil / situation. If there is a belief that the pupil is especially vulnerable the process should be escalated accordingly

4. If the pupil is not located the Head Master will be informed

5. Parents will be contacted by a member of the SLT

6. The decision to contact the Police will be based on an immediate assessment of risk. Where there is reason to believe that the pupil may be at immediate risk of harm, the Police will be contacted without delay. Searches and routine checks must not delay an emergency referral where circumstances indicate that immediate Police assistance is required

Procedure for a missing boarder

Where a boarder cannot be located, boarding staff will respond promptly and proportionately to the circumstances. In addition to the procedures for a pupil missing during normal school hours, staff will establish as quickly as possible:

- when and where the boarder was last seen
- whether the boarder had authorised leave or exeat and, if so, the agreed destination and return time
- whether the boarder signed out and whether any relevant messages or communications have been received
- any known vulnerability, medical need or safeguarding information relevant to the risk assessment
- the appropriate scope of searches and whether Police or other agencies must be contacted without delay.

The response will be risk-led and will have regard to the National Minimum Standards for Boarding Schools and the School's safeguarding procedures.

Routine checks for boarding hours include:

- Check with other boarders and ask them if they have any knowledge of the missing boarder's whereabouts, following up suggestions
- Trying to make contact with the boarder by mobile device – leaving them a voicemail / message to ask them to make immediate contact
- Checking the pupil is not on a known trip / outing
- Checking known activities e.g library / Art / debate / lecture etc
- Checking with other Houses that the pupil is not 'visiting unannounced'
- Conducting a search of the House and immediate House area

Procedure for pupils missing during or following a school trip or visit

The School's Educational Visits policy and detailed procedures for staff organising visits provide a framework for managing school visits, taking into account the School's safeguarding and health and safety responsibilities.

Appropriate staff supervising ratios are agreed, and supervising arrangements will be relevant to the locality, age of pupils and type of activity.

The following procedures apply if a pupil goes missing on a school trip or visit. The member of staff in charge will:

- attempt to contact the pupil – leaving them a Teams message/voicemail/message to ask them to make immediate contact
- organise for accompanying staff / volunteers to search the immediate vicinity and/or
- the group's recent locations
- check with other pupils and ask them if they have any knowledge of the missing pupil's whereabouts

If the pupil is not located, the member of staff in charge will contact a member of the SLT at School.

If the trip is taking place during school holidays, the designated member of the SLT for the trip will be contacted.

The designated member of SLT will agree with the member of staff in charge of the trip the procedure for contacting the pupil's parents and if necessary, the Police.

Information to be provided to the Police

- the pupil's name
- the pupil's age
- an up-to-date photograph if possible
- the pupil's height, physical description and any physical peculiarities
- 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 known to have been made by the pupil
- any known vulnerabilities, safeguarding risks, medical conditions, mental health concerns or factors which may increase the risk of harm

The School will liaise with Devon Children's Social Care and other safeguarding partners in accordance with local multi-agency procedures.

Once a pupil has been found

- Once the pupil is found, their immediate welfare and safety will be established first. First aid or medical assistance will be sought where required.
- Parents/carers and relevant House staff will be informed promptly. The Police and any other agencies already notified will also be informed without delay.
- The pupil will be given an appropriate opportunity to explain what happened without repeated or leading questioning. Their account should be recorded as accurately as possible.
- Any indication of a safeguarding concern will be referred immediately to the DSL/DDSL and recorded in accordance with the School's safeguarding procedures.
- Only once welfare and safeguarding considerations have been addressed will the School consider whether any breach of School rules requires a disciplinary response.
- A full written incident record will be completed, and the circumstances reviewed to identify any necessary changes to risk assessments, supervision, security, staffing, procedures or training.
- The DSL/DDSL will consider whether the circumstances indicate wider safeguarding concerns, including exploitation, peer-on-peer abuse, mental health concerns, criminal exploitation, county lines involvement, online risks, family difficulties or other contextual safeguarding issues.

2.7 Records of incidents

The School will keep a full written record of any missing pupil incident involving the Police and / or social services, and / or the local authority pupil attendance services.

Where the circumstances indicate a safeguarding concern, the incident will also be recorded on the School's safeguarding recording system (MyConcern) and managed in accordance with the Child Protection and Safeguarding Policy. Records will include decision-making, actions taken and outcomes.

2.8 Review

This policy is reviewed annually, or as and when new statutory guidance to schools may apply, and updated as necessary. In undertaking the review, the School will take into account any records of incidents that indicate that there may be a problem with supervision, pupil support or security at the School and any issues raised by individual members of staff, parents and pupils and / or lessons learned from any missing pupil incident.

2.9 Missing Pupil Report

All incidents should be logged on MyConcern and include the following:

Incident Report to include:

- Location / venue
- Action/s taken
- Staff involved
- Time at which SLT was informed
- Time at which HM was informed
- Time at which parents were contacted
- Time at which Police were alerted
- Time / location pupil was found
- Pupil's presentation/welfare on being found, including any injuries or apparent medical needs
- Pupil's account of events, recorded as accurately as possible

2.10 Missing Pupil Pathway

