



READING BLUE COAT SCHOOL

Missing Child Policy

Pupils are registered at Reading Blue Coat School twice a day at 8.30am and 2.10pm. Procedures for registration are described in the Staff Handbook. Parents are made aware of the procedures for reporting an absence via Clarion Call at the start of each academic year. These procedures are also described in the blue calendar booklet which is distributed to parents each term.

Registration is kept on the school's Management Information System which means that tutors and Heads of Year are able to monitor any patterns of absence, as we are aware that frequent absence can be an indicator for potential safeguarding concerns.

Although teachers are not required to take a register in every lesson, they are all sent an email every morning which lists pupils who are absent so that they can check any missing pupils against this list.

Registration is monitored by the Registration Secretary. If a child has been marked absent but we have received no notification from their parents, the Registration Secretary will go to check if the pupil is in school. If not, the Registration Secretary will call the pupil's parents to establish his or her whereabouts. If the parents confirm that the pupil should be in school, we will launch a search on the school campus, coordinated by the Headmaster or Second Master and assisted by the Bursar or Assistant Bursar. If this search is unsuccessful, we will inform the parents and immediately contact the Police to seek their assistance in establishing the whereabouts of the missing pupil. Further information is listed below.

A. Search Checklist

1. Check the pupil timetable
2. Check the First Aid Room
3. Request that the Network Office to check CCTV
4. Conduct a whole school search – must be coordinated
5. Classmates and friends to be asked if they have any knowledge of the missing pupil's whereabouts and/or comments made that might be relevant
6. Obtain missing pupil's mobile telephone number from friends if not on SIMS
7. The School will contact the Police and the pupil's parents at this point (see C1 below)

B. Information to be given to Police

1. the pupil's name
2. the pupil's age and date of birth
3. photograph from SIMS
4. the pupil's approximate height, physical description and any physical peculiarities
5. any behavioural issues, disability or learning difficulty
6. the pupil's home address and telephone number
7. a description of the clothing the pupil is thought to be wearing
8. any relevant comments made by the pupil to friends

C. Incident Management

1. From this point on the Deputy Head (Pastoral) or another senior nominated member of staff will act as the School's Family Liaison Officer. No other School staff should contact the family. This will ensure there is continuity and all information is accurate and controlled.
2. Once the Police are formally involved the School must liaise with the Police prior to any action or contact with the family.
3. The School will start a written 'Missing Pupil Incident Log' detailing all incoming and outgoing information, all decisions and actions. In addition to the information listed in 'A' and 'B' above the following information should also be included:
 - a) all external agencies that were involved, including point of contact details
 - b) outcome or resolution of the incident
 - c) any reasons given by the pupil for being missing
 - d) any concerns or complaints about the handling of the incident
 - e) a record of the staff involved
 - f) home visits where necessary
 - g) advice given by any external agencies during or following incident

D. Missing Pupils (Trips)

The member of staff in charge will:

1. undertake an immediate head count in order to ensure that all other pupils are present
2. nominate a member of school staff to search the immediate vicinity
3. contact the venue manager to arrange a wider search by adults with local knowledge
4. contact the School to report the incident. Seek guidance and advice
5. check with other pupils on trip for knowledge of the missing pupil
6. make a detailed account of what the pupil was wearing and the last sighting of the pupil
7. ensure availability of an up-to-date photo, consider photos on other pupil's phones
8. establish an incoming line and outgoing line on two mobiles - keep all phone lines free
9. if phone signal is poor, seek to use phone line at venue
10. consider plan for remaining pupils and liaise with School
11. establish local 'Missing Pupil Incident Log' (see C3 above)

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