



PUPIL UNACCOUNTED FOR DURING THE SCHOOL DAY POLICY

Our Mission

Farnborough Hill welcomes all into our community, where we aim to live Christ's Gospel values joyfully and wholeheartedly, forming each individual to fulfil her potential and face the future with wisdom, strength and dignity.

The purpose of this policy is to offer guidance to all staff regarding the procedure they should follow if a pupil goes missing and is unaccounted for during the school day or on a school trip particularly on repeat occasions, or whilst under the School's care.

This policy applies to all staff (including volunteers), pupils and parents at Farnborough Hill. This policy can be read in conjunction with the *Safeguarding and Child Protection Policy*. The procedures in this policy may be adapted as necessary. This policy is a mandatory requirement of *Keeping Children Safe in Education* (Department for Education (DfE) – September 2025). Through the operation of this policy we aim to protect the health, safety and well-being of pupils at the School and ensure that staff know how to respond if a pupil goes missing.

This policy should be read in conjunction with the following policies:

- Attendance Policy including Children Missing Education Policy
- Behaviour Policy including Rewards and Sanctions
- Educational Visits Policy
- Health and Safety Policy
- Risk Policy
- Safeguarding and Child Protection Policy
- Supervision of Pupils Policy

Introduction

The safety of our pupils is our paramount responsibility. Every adult who works at the School is trained to appreciate that they have a key responsibility for helping to always keep pupils safe. Our staffing ratios are generous and are designed to ensure that every pupil is supervised, at times remotely, in ways appropriate to the age of the pupil, throughout the time when the pupil is in our care. The School's procedures for unauthorised absence and for dealing with children who go missing from education are also designed to safeguard the safety and well-being of children in our care.

At Farnborough Hill all new teaching staff receive a thorough induction into the importance of effective supervision of pupils, including how this is managed through regular patrols during non-teaching time.

Responsibility

The Governors delegate appropriate responsibilities for the day-to-day management of the School to the Headmistress. In practice, all members of staff contribute to the safety and well-being of pupils at the School by providing appropriate supervision in accordance with the directions of the Headmistress 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 notices a pupil is missing or sees a pupil in a place where the pupil should not be, must take suitable immediate action to reduce the risk and also inform the relevant Head of Year or Department, or School Office, without delay. Staff members also follow the School's procedure for dealing with children who are absent from school, particularly on repeat occasions (see *Attendance Policy including Children Missing Education Policy*).

Pupil Missing within School

A pupil may be identified as missing within the School day (8.45 am – 4.00 pm) or outside the School day (7.30 to 8.45 am and 4.00 – 6.00 pm or during a co-curricular activity):

- after an absence at morning registration is not confirmed by an electronic absence note provided by parents in advance, or by the School Office staff's contact with home
- by comparing pupils in a class with the day's absence sheet
- because of absence from afternoon registration
- by a report of a missing pupil by a fellow pupil

Any member of staff discovering a discrepancy must immediately notify the School Office without delay. The School Office will:

- contact Deputy Head – Pastoral and Head of Year and make the necessary checks to assess whether the absence is expected and the School Nurse to check for any known medical issue or emergency. The School Office will also check all the lists of trips out of school, additional lesson schedules (Learning Support and peri music/drama/sport), as well as the signing out books at the School Office

If the pupil is still found to be missing, the School Office will immediately:

- inform the Deputy Head - Pastoral or other SLT members and the Head of Year and Assistant Head of Year, who will initiate and oversee a search of the site. The member of SLT will coordinate and make the necessary search over the School grounds
- advise all teachers due to teach the pupil later that morning/afternoon that they must immediately inform the School Office if the pupil appears

If the search of the site fails:

- the Headmistress and parents will be informed, and in some cases a search of local roads will be made on foot or car by available staff as appropriate
- on completion of this and any searches subsequently made, parents will continue to be informed of progress
- in discussion with parents the Headmistress and Deputy Head - Pastoral will arrange for the Police to be informed

If the pupil is found, or the incident is otherwise resolved:

- the Headmistress and parents will be directly informed by the School Office or member of SLT
- the Police will be informed if they have been involved
- the Headmistress will initiate a full enquiry and provide a written report. This report and the incident log (as detailed in the *Emergency Plan*) will be kept on the pupil's file
- if appropriate, the pupil will be reminded of the correct procedures regarding attendance and reminded of their responsibility in keeping themselves safe, and a sanction will be issued

Pupil Missing on a School Trip

- An immediate roll call will be carried out to ensure that all other pupils are present.
- The remaining pupils will gather in a supervised designated place.

- An appointed teacher (not the trip leader or First Aider) will search the immediate vicinity. The venue manager will also be alerted, where applicable.
- If the pupil is not found in a reasonable amount of time, then the Educational Visits Co-ordinator (EVC) who is the Deputy Head - Operations or Duty SLT will be informed via the trip mobile phone provided by the School.
- If necessary, the parents and Police in the relevant locality will then be contacted as will the Chair of Governors and school insurers.
- The party will then act in accordance with the Emergency Plan, together with any guidance from the School and the Police.
- A full report will be made by the trip leader and submitted to the EVC. The report will state the reasons for the disappearance and the manner in which the School responded.

Actions to be Followed by Staff Once the Pupil is Found

- The trip leader should talk to, take care of and support the pupil.
- The trip leader should then speak to the other pupils to ensure they understand why they should not leave the premises/separate from a group on an outing.
- The Headmistress will speak to the parents to discuss events and give an account of the incident.
- Media queries should be referred to the Headmistress (after discussion with the Deputy Head - Pastoral if appropriate) or Director of Marketing and Admissions.
- The Headmistress will initiate a full enquiry and provide a written report. This report and the incident log (as detailed in the Emergency Plan) will be kept on the pupil's file.
- The enquiry should involve all concerned providing written statements.
- The report should be detailed, covering: time, place, numbers of staff and pupils, when the pupil was last seen, what appeared to have happened, the length of time that the pupil was missing and how they appeared to have gone missing, as well as lessons for the future.

A full record of all activities taken up to the stage at which the pupil was found would be made for the incident report. The School would review its procedures, and, if necessary, these would be adjusted.

This policy will be reviewed annually by the Deputy Head – Operations and Deputy Head – Pastoral.

The next review is due in September 2026.