



Missing Pupil Policy



At Jeanne D'Arc British International School the safety of the pupils is a high priority both on and off the premises. The school makes every attempt to ensure that the entrance and exit security is maintained at all times. Attendance records are taken twice a day, at the start of the school day and after lunch. During field trips the staff accompanying the pupils regularly account for all pupils. If a pupil leaves the school during the day they are signed in and out by the people responsible.

Introduction

The staff working within the school know and implement this school's policy in relation to pupils going missing and their role in implementing this policy.

Staff actively search for pupils who are missing, including working with police where appropriate.

Contents of the policy

This policy consists of two parts, the first covering a missing pupil and the second covering the procedure to be followed by the school in the event of a parent failing to collect a pupil at the appointed time.

Parents should have their attention drawn to the existence of both procedures.

Part one

Missing pupil policy introduction

The welfare of all of our pupils at Jeanne D'Arc British International School is our paramount responsibility. Every adult who works at the school has been trained to appreciate that they have a key responsibility for helping to keep all of the pupils safe at all times. This includes the importance of effective information sharing to ensure our pupils are safe and receiving suitable education. Where staff have concerns that a pupil is missing from school, this policy should be followed.

Every member of our staff who works with pupils has read all policies pertaining to the safeguarding of pupils.

Registration

Morning registration for all pupils takes place in the first period by a member of staff. If a pupil is still absent by 9.00 am and there has been no communication from the parent informing the school of an absence or there is no official record of a personal obligation then the Student Supervisor or Student Supervisor Assistant will contact the parent for further information. The school holds at least two contact numbers for each pupil.



A second registration for pupils takes place after lunch in forms by a member of staff and the information is recorded on the school database. If there is an unexplained absence then the member of staff responsible for the registration must inform the Pupil Supervisor or Pupil Supervisor Assistant to establish the whereabouts of the pupil. If it is not known where the pupil is then the Head or a member of the Senior Management Team (SMT) must be informed.

All staff receive a thorough induction into the importance of effective supervision of pupils as outlined in the school's Supervision Policy.

This will assist the school and external agencies when making enquiries to locate any missing pupil.

Definitions:

Missing pupil:

A pupil that was present but can no longer be found.

Missing pupil Education (CME):

A pupil who is not at school for extended periods of time, but is of the required age to be present.

Actions to be followed by the staff if a pupil goes missing from school

Our procedures are designed to ensure that a Missing pupil is found and returned to effective supervision as soon as possible.

If a pupil was found to be missing, we would carry out the following actions during the working day:

- Check with the pupil's friends to see if they know their whereabouts
- Check the Infirmary
- Check with Reception
- Check with the Student Supervisor or Student Supervisor Assistant to see if the pupil arrived late
- Ask all of the adults and pupils calmly if they can tell us when they last remember seeing the pupil
- Occupy all of the other pupils in their classroom(s), or areas where they would normally be
- Inform the Head or a member of the Senior Management Team (SMT) who will act as a base to which all searchers must report once they have looked in their allocated area so that a log can be taken, the search is thorough and widened as necessary.

If the pupil is still missing, the following steps would be taken:

- The Head, or the staff member deputising for them, will ring the pupil's parents and explain what has happened, and what steps have been set in motion.
- The Designated Safeguarding Lead (DSL)/Head would ask Leila Guessous to call the Police



- The Head or the person deputising for them would arrange for staff to search the rest of the school premises and grounds

During the course of the investigation into the missing pupil, the school will decide what information should be given to other parents, staff and other pupils and how press enquiries are to be dealt with. No member of staff is allowed to speak to the press.

A full record of all activities taken up to the stage at which the pupil was found would be made for the incident report. If appropriate, procedures would be adjusted.

A Pupil Going Missing on a Field Trip

- Immediately staff become aware that a pupil is missing, all the pupils are told to stand with their responsible adult.
- A headcount of pupils is taken to ensure no other pupils are missing.
- One member of staff must search the immediate vicinity.
- The Head, or most senior person at school, should be contacted by telephone.
- The Head will ensure the next steps are taken for reporting the incident.
- The staff supervising the field trip may be advised to stay where they are or return to the school.

During the Investigation

- All other staff members must remain calm and not let the other pupils become scared, anxious, or worried.
- The owner of the school and the Head should talk with the parents of the pupil.
- All staff concerned should be asked to give written statements.
- None of the adults at school should not communicate with the press or on any social media platform

After the incident

A full investigation must take place

The event must be recorded using a "Missing pupil Form" (see Appendix 1)

A risk assessment will be made and any recommendations carried out immediately

The incident report should contain:

- The time and date of the report
- The names of the staff who were responsible for the pupil
- If the pupil went missing on a field trip then the names of all the adults responsible for the pupils should be listed
- The estimated time that the pupil went missing



If the the police are involved, they will need the following information:

- The full name of the pupil and their date of birth
- The full address of the pupil and any previous address known to the school
- Phone numbers of the pupil plus any known social media accounts
- A list of the pupil's friends
- Details of any special concerns
- The circumstances of the pupil's disappearance

Actions to be taken by staff once the pupil is found:

- Talk to, take care of and, if necessary, comfort the pupil
- Speak to the other pupils to ensure they understand why they should not leave the premises or separate from a group on an outing
- The Head or the member of staff deputising for them will speak to the parents to discuss events and give an account of the incident
- The Head will undertake a full investigation
- The investigation should involve all concerned providing written statements

Reporting a pupil missing school

Jeanne D'Arc British International School must be committed to ensuring all pupils are present each day.

The parents or guardians are called the first day a pupil is not at school.

If a pupil is missing multiple days, or is often absent, the Head will call a parent meeting. If a pupil has a health condition, the health condition must be indicated in the pupil register. It is the parent's or guardian's obligation to provide a health certificate for the days missed. The school and the parents/guardians will make every effort to assist the pupil with make-up work or allow virtual learning to take place.

A pupil missing school for personal reasons must have a note on file detailing the absence. Parents or guardians need to apply for permission with the Head for any absence totalling more than 2 days.

This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

This will assist the Head and safeguarding lead to:

- fulfil its duty to identify pupils of compulsory school age who are missing from education;
- and follow up with any pupil who might be in danger of not receiving an education and who might be at risk of abuse, neglect or radicalisation.



- Action will be taken in accordance with the school's Safeguarding Policy if any absence of a pupil from the school gives rise to a concern about their welfare.

Part two

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

Pupils are only allowed off site with adults or carers with parental responsibility or where permission has been given by the parent.

No pupil will be allowed to leave the premises unsupervised, unless they have a signed "Decharge de Responsibilitie" (liability release).

If a pupil is not collected within half an hour of the agreed collection time:

- the pupil's parents or guardians should be contacted. If there is no answer, the school office will begin to call the emergency numbers for this pupil.
- During this time, the pupil will be safely looked after.
- If there is no response from the parents' or carers' contact numbers or the emergency numbers by the time the teaching staff leave. The pupil will be brought to the reception office and looked after.
- Pupils in the Early Years Foundation Stage (Reception class) must always be in the care of an appropriate adult.
- A record will be kept of incidents where parents or guardians do not collect a pupil from school or are late with no explanation or good reason, or where there are repeated incidents.
- If any concerns about the pupil's safety and welfare result, these will be dealt with in accordance with the school's Safeguarding and pupil Protection Policy and Procedures

This policy was written in September 2024 and reviewed in January 2025.
It will be reviewed again in September 2027



Appendix 1



Missing pupil Report

Pupil's first and last name:	
Stage:	
Supervising Staff Member:	
Date:	
Time reported missing:	
Time found:	
Description of incidence: Note location, circumstances, communication, and resolution.	

Supervising staff signature : _____

Designated Safeguarding Lead Signature : _____

Head Signature : _____