



MISSING PUPIL POLICY

Approved by Governors: **October 2020**

Review Period: **3 years**

Review by: **December 2023**

1. ROLES AND RESPONSIBILITIES

- 1.1 The responsibility for the implementation of this policy and provision rests with the Principal. On an operational basis, the management, responsibility and evaluation of this policy is undertaken by the **Principal**.
- 1.2 It is important to note that every member of staff is responsible for ensuring that this policy is fully implemented and that in situations not covered by this policy, staff must act in the best interests of the pupil, as any responsible parent would act.
- 1.3 The welfare of pupils will be paramount.

2. SUGGESTED AUDIENCE

All staff

3. RELATED POLICIES

This policy is part of a suite of policies which should also be referred to:

- Safeguarding and Child protection Policy
- Complaints Policy
- Health and Safety Policy
- Educational Visits Policy
- Attendance Policy

4. ACADEMY MISSION STATEMENT:

“The Rural Enterprise Academy: educating, nurturing and inspiring our future rural entrepreneurs”

5. INTRODUCTION

- 5.1 The Rural Enterprise Academy seeks to provide a happy, supportive, secure, motivated and challenging environment to enable all staff and pupils to succeed, both academically, socially and emotionally.
- 5.2 We strive to provide high standards of learning, teaching and pastoral care, to recognise each individual’s abilities and encourage them to develop to their full potential. Everyone is valued highly and the values of honesty, co-operation, sensitivity, tolerance and mutual respect for others are fostered.
- 5.3 We are committed to the development of the whole person, providing a broad and balanced curriculum through the provision of the structured timetabled day, the

extended curriculum, targeted intervention strategies, plus a wide variety of extra-curricular activities and educational visits.

- 5.4 All pupils need to feel safe, accepted and valued in order to learn. The safety and security of the pupils in our care at the Rural Enterprise Academy are paramount. Every care is taken to ensure that pupils are accounted for at all times when they are in our care.

6 KEY PROCEDURES

- 6.1 Each pupil who arrives at academy is registered first thing in the morning and afternoon at the start of their daily CPSHE lesson. Unless an absence is planned parents/carers will be contacted to determine why the pupil has not attended. Please see attendance policy.
- 6.2 Staff maintain the appropriate high level of supervision throughout the day and will know where pupils should be at any time.
- 6.3 The register is taken again at the start of each lesson and at the start the afternoon session.
- 6.4 When on excursions off the academy premises, staff will implement strategies to maximize the safety and security of the pupil in accordance with the academy's Educational Visits Policy. Full risk assessments are carried out. A list of all the pupil's names is carried by the trip leader and the cohort is split into small groups according to the proper staff/pupil ratios for the age of the pupil and the purpose of the trip or activity. Each group is managed by a separate member of staff. The number of pupils is checked regularly by frequent roll calls. However, in the unlikely event that after a roll call or at another time it is noticed that a pupil has gone missing, whether in academy or out: The following procedures will be followed.
- 6.5 Staff will maintain the safety and well-being of other pupils.
- 6.6 A roll call will be taken.
- 6.7 A member of the Senior Leadership Team and at least one other member of staff will search the immediate vicinity or academy grounds, going to places at which the pupil was last seen, tracing the routes that they may have taken.

South Staffordshire College with whom we share a site will also be contacted and they will join in the search, contacting all departments on site and asking them to search their immediate vicinity.

- 6.8 If the pupil is not found after approximately 20 minutes, the Principal or the Vice Principal will endeavour to contact the parents of the missing pupil by telephone.
- 6.9 If after approximately 15 minutes the parents have not been contacted, the Principal or Vice Principal will contact the police.
- 6.10 Once the police arrive all relevant information about the pupil will be given. The police will then take over the search.
- 6.11 If off-site, the Group Leader will remain with the police to comfort the pupil when found and maintain regular contact with the academy.
- 6.12 The remaining staff will return to the academy with the rest of the pupils if off-site.
- 6.13 When the situation has been resolved, the Principal and SLT will review the reasons for this event happening and revise measures if necessary.

7. SUPPORT TO STAFF

7.1 Immediate follow up

The members of staff involved in the incident will be given an opportunity to speak to the Principal about the incident.

7.2 Subsequent follow up

The Principal will organise a two week follow up meeting with the staff concerned.

7.3 Staff Wellbeing

Staff will be reminded of the Employee Assistance Programme (Care First) contact details, if required.

8. APPROVAL BY THE GOVERNING BODY AND REVIEW DATE

This policy has been formally approved and adopted by the Governing Body at a formally convened meeting

Policy approved: _____

(Chair of Governing Body)

Date:

Date of Policy review:
