



# Missing Pupil Policy

## **Aims and Principles of St Paul's Cathedral School**

***St Paul's Cathedral School is a Christian, co-educational community which holds to the values of love, justice, tolerance, respect, honesty, service and trust in its life and practice, to promote positive relationships throughout the school community and where the safety, welfare and emotional well-being of each child is of the utmost importance.***

*The school aims to instil a love of learning through a broad curriculum. It aims to give each pupil the opportunity to develop intellectually, socially, personally, physically, culturally and spiritually. All pupils are encouraged to work to the best of their ability and to achieve standards of excellence in all of their endeavours.*

*Through the corporate life of the school, and through good pastoral care, the school encourages the independence of the individual as well as mutual responsibility. It aims to make its pupils aware of the wider community, espouses the democratic process and encourages a close working relationship with parents and guardians.*

## Contents

1	Aims .....	4
2	Scope and application.....	4
3	Regulatory framework .....	4
4	Publication and availability .....	5
5	Definitions .....	5
6	Responsibility statement and allocation of tasks .....	5
7	Children missing education: welfare concerns .....	5
8	Procedures for pupil missing during the school day.....	6
9	Procedures for pupil missing during after school club.....	
10	Procedure for boarding pupil missing after school hours (lesson time) or during the night .....	7
11	Procedure for pupils missing during a school trip or during or following a journey .....	8
12	Information to be provided to the police.....	8
13	Training .....	8
14	Risk assessment .....	9
15	Record keeping .....	9
	Version control .....	10

---

## I Aims

- I.1 This is the missing pupil policy of St Paul's Cathedral School.
- I.2 The aims of this policy are as follows:
  - 1.2.1 to set out the School's policies and procedures in place to identify and respond to children who go missing, particularly on repeat occasions;
  - 1.2.2 to ensure that School staff know how to respond if a pupil goes missing;
  - 1.2.3 to actively promote the well-being of pupils; and
  - 1.2.4 to support a culture of safety, equality and protection.

## 2 Scope and application

- 2.1 This policy applies to the whole School including the Early Years Foundation Stage (**EYFS**) and to our Boarders.
- 2.2 This policy applies at all times when the pupil is, or is intended to be, in the care of the School.

## 3 Regulatory framework

- 3.1 This policy has been prepared to meet the School's responsibilities under:
  - 3.1.1 Education (Independent School Standards) Regulations 2014;
  - 3.1.2 *National minimum standards for boarding schools* (Department for Education (**DfE**), September 2022);
  - 3.1.3 *EYFS statutory framework for group and school-based providers* (DfE, January 2024);
  - 3.1.4 Education and Skills Act 2008;
  - 3.1.5 UK General Data Protection Regulation (**UK GDPR**);
  - 3.1.6 Children Act 1989; and
  - 3.1.7 Childcare Act 2006.
- 3.2 This policy has regard to the following guidance and advice:
  - 3.2.1 Keeping children safe in education (DfE, September 2024) (**KCSIE**);
  - 3.2.2 Working together to safeguard children (DfE, December 2023);
  - 3.2.3 Children missing education (DfE, September 2016); and
  - 3.2.4 Working together to improve school attendance (DfE, August 2024)
- 3.3 The following School policies, procedures and resource materials are relevant to this policy:
  - 3.3.1 Child protection and safeguarding policy and procedures;
  - 3.3.2 Risk assessment policy for pupil welfare.
  - 3.3.3 Attendance policy

---

## 4 Publication and availability

- 4.1 This policy is published on the School website.
- 4.2 This policy is available in hard copy on request.
- 4.3 A copy of the policy is available for inspection from the School Office during the School day.
- 4.4 This policy can be made available in large print or other accessible format if required.]

## 5 Definitions

- 5.1 Where the following words or phrases are used in this policy:
  - 5.1.1 References to the **Proprietor** are references to the Board of Governors.

## 6 Responsibility statement and allocation of tasks

- 6.1 The Proprietor has overall responsibility for all matters which are the subject of this policy.
- 6.2 To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	Caroline Heylen	As required, and at least termly
Monitoring the implementation of the policy, relevant risk assessments and any action taken in response and evaluating effectiveness	Caroline Heylen	As required, and at least termly
Formal annual review	Full Governing Body	Annually (Summer Term)

## 7 Children missing education: welfare concerns

- 7.1 Children going missing, particularly persistently (including during the school day), can act as a vital warning sign of a range of safeguarding possibilities including neglect, sexual abuse, and child sexual and criminal exploitation. The School's policies are designed to assist in identifying such abuse and also help prevent the risk of the pupil going missing in the future. The School's safeguarding and child protection policy sets out the School's approach, both to support early help assessments when problems are first emerging and also where children are already known to local authority children's social care and need a social worker (such as on a child in need or child protection plan, or as a looked after child), where going missing from education may increase known safeguarding risks within the family or in the community.
- 7.2 School attendance registers are carefully monitored to identify any trends. Action should be taken in accordance with the school attendance policy and/or safeguarding and child protection policy if any absence of a pupil from the School gives rise to a concern about their welfare.
- 7.3 The School endeavours to hold more than one emergency contact number for each pupil so that the School has additional options to make contact with a responsible adult when a child missing education is also identified as a welfare and/or safeguarding concern.

---

## 8 Procedures for pupil missing during the school day

- 8.1 Anyone who suspects or believes that a pupil is missing during the School day should contact the School Office immediately.
- 8.2 The School Office will then arrange for the initial checks which will include:
  - 8.2.1 checking the child's timetable for that day;
  - 8.2.2 checking whether the pupil has reported to the First Aid Room
  - 8.2.3 contacting the music department;
  - 8.2.4 contacting the form teacher to see whether any information on whereabouts is held
  - 8.2.5 checking for any previously reported absence (e.g. a dental appointment)
- 8.3 If the pupil cannot be located following the above investigation, Reception will notify the Deputy Head, Caroline Heylen, who is also the Designated Safeguarding Lead (**DSL**) or in her absence the duty member of SLT.
- 8.4 The DSL/duty member of SLT will be responsible for organising further searches or enquiries, assisted by members of staff as requested. This is likely to include the Library, playgrounds and Lobby areas/bathrooms.
- 8.5 As part of the initial search process, the pupil's friends and classmates will be asked if they have any knowledge of the missing pupil's whereabouts.
- 8.6 If the pupil is found on site or in the vicinity, the School staff will make a concerted effort to persuade the pupil to return to the School. If the pupil refuses to do so, staff members at the scene will attempt to continue to monitor the pupil's whereabouts. Staff should consider contacting the parents in such circumstances.
- 8.7 If the pupil is not found after the initial search, the DSL/duty member of SLT will ring the School Office to register the pupil as missing. The DSL will record any suggestions as to where the pupil might be based on information gained from speaking to staff and other pupils.
- 8.8 The DSL will contact the pupil's parents at this point and the situation must be reported to the School's Senior Leadership Team along with the relevant details. If the parents are abroad, the emergency contact they have supplied will be contacted. All decisions on contacting parents should be made by the DSL/duty member of SLT.
- 8.9 If the initial search is unsuccessful, the DSL will contact the police after consultation with the parents (where appropriate).
- 8.10 A decision will be taken in accordance with the School's child protection and safeguarding policy and procedures as to whether the School should also contact children's social care.

---

## 9 Procedure for pupil missing during school club session

When a member of the school club's team discovers or believes that a pupil has failed to attend their designated club they should contact the Head of Clubs or Clubs manager immediately.

- 9.1 The Head of Clubs/Clubs Manager will then arrange for the initial checks which will include:
  - 9.1.1 checking the clubs register and late stay register
  - 9.1.2 checking if the child had been dismissed at the end of the school day or earlier in the day
  - 9.1.3 checking if the child had been dismissed at the end of the first club session
  - 9.1.4 checking the music timetable
  - 9.1.5 conducting an initial search starting with the last known classroom, school exit points, medical room, library, bathrooms and cloakroom
- 9.2 If the pupil cannot be located following the above investigation, the Head of Clubs/Clubs Manager will notify the Deputy Head, Caroline Heylen, who is also the Designated Safeguarding Lead (**DSL**) or in her absence the duty member of SLT.
- 9.3 The DSL/duty member of SLT liaising with the Head of Clubs/Clubs Manager will be responsible for organising further searches or enquiries, assisted by members of staff as requested. This is likely to include revisiting previous search sites with a sweep of both the North and South Towers.
- 9.4 As part of the initial search other pupils attending the same clubs may be asked if they have any knowledge of the missing pupil's whereabouts.
- 9.5 If the pupil is found on site or in the vicinity, the School staff will make a concerted effort to persuade the pupil to return to the School. If the pupil refuses to do so, staff members at the scene will attempt to continue to monitor the pupil's whereabouts. Staff should consider contacting the parents in such circumstances.
- 9.6 If the pupil is not found after the initial search, the DSL/duty member of SLT will register the pupil as missing. The DSL will record any suggestions as to where the pupil might be based on information gained from speaking to staff and other pupils.
- 9.7 The DSL/duty member or SLT will contact the pupil's parents at this point and the situation must be reported to the School's Senior Leadership Team along with the relevant details. If the parents are abroad, the emergency contact they have supplied will be contacted. All decisions on contacting parents should be made by the DSL/duty member of SLT.
- 9.8 If the initial search is unsuccessful, the DSL or member of SLT will contact the police after consultation with the Clubs Manager and parents (where appropriate).
- 9.9 A decision will be taken in accordance with the School's child protection and safeguarding policy and procedures as to whether the School should also contact children's social care.

---

## **10 Procedure for boarding pupil missing after school hours (lesson time) or during the night**

- 10.1 When a member of the residential team discovers that a boarding pupil is missing after school hours (lesson time) or during the night, he / she will:
- 10.1.1 check with other boarding pupils (if awake) and ask them if they have any knowledge of the missing pupil's whereabouts;
  - 10.1.2 conduct an initial search of the Boarding House and immediate surroundings of the Boarding House;
  - 10.1.3 inform the Head of Boarding (or the Duty Staff member, in his absence);
  - 10.1.4 contact the DSL to report that the pupil is missing;
  - 10.1.5 where appropriate, contact the parents to inform them that the pupil is missing. All decisions on contact with parents should be made by the Head of Boarding or DSL;
  - 10.1.6 contact other available members of staff on site to conduct an initial search of the School site;
  - 10.1.7 contact the police after consultation with the parents (where appropriate) and DSL.
- 10.2 A decision will be taken in accordance with the School's child protection policy and procedures as to whether the School should also contact children's social care.

## **11 Procedure for pupils missing during a school trip**

- 11.1 If a pupil is missing from a school trip the member of staff in charge will:
- 11.1.1 check with other pupils and ask them if they have any knowledge of the missing pupil's whereabouts;
  - 11.1.2 contact the venue, if applicable;
  - 11.1.3 if the pupil cannot be located, the trip leader will contact the police and the Deputy Head who will make contact with the parents.
- 11.2 A decision will be taken in accordance with the School's child protection policy and procedures as to whether the School should also contact children's social care.

## **12 Information to be provided to the police**

- 12.1 When the School contacts the police during the day or night, the following information should be provided (available in iSAMS):
- 12.1.1 the pupil's name;
  - 12.1.2 the pupil's age;
  - 12.1.3 an up-to-date photograph if possible;
  - 12.1.4 the pupil's physical description and distinguishing marks, if any;
  - 12.1.5 any disability, relevant medical condition, learning difficulty or special educational needs that the pupil may have;



- 
- 12.1.6 the pupil's home address and telephone number;
  - 12.1.7 a description of the clothing the pupil is thought to be wearing;
  - 12.1.8 any relevant comments made by the pupil or context.
- 12.2 The information will be processed by the police and no further notifications from the School should be necessary.

### **13 Training**

- 13.1 The School ensures that regular guidance and training is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles.
- 13.2 The level and frequency of training depends on role of the individual member of staff.
- 13.3 The School maintains written records of all staff training.

### **14 Risk assessment**

- 14.1 Where a concern about a pupil's welfare is identified, the risks to that pupil's welfare will be assessed and appropriate action will be taken to reduce the risks identified.
- 14.2 The format of risk assessment may vary and may be included as part of the School's overall response to a welfare issue, including the use of individual pupil welfare plans (such as behaviour, healthcare and education plans, as appropriate). Regardless of the form used, the School's approach to promoting pupil welfare will be systematic and pupil focused.
- 14.3 The Head has overall responsibility for ensuring that matters which affect pupil welfare are adequately risk assessed and for ensuring that the relevant findings are implemented, monitored and evaluated.
- 14.4 Day to day responsibility to carry out risk assessments under this policy will be delegated to Caroline Heylen, Deputy Head and Designated Safeguarding Lead, who has been properly trained in, and tasked with, carrying out the particular assessment.

### **15 Record keeping**

- 15.1 All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.
- 15.2 The School keeps centrally on CPOMS a full written record of any incident of a missing pupil who is not located through the initial search procedure set out in Section 8 or whose absence during a school trip requires contact back to the school. The following information is included in the record:
  - 15.2.1 the pupil's name;
  - 15.2.2 relevant dates and times (e.g. when it was first noticed that the pupil was missing) and whether the incident was a single occurrence or part of a repeating pattern;
  - 15.2.3 the action taken to find the pupil;
  - 15.2.4 whether the police or children's social care were involved;
  - 15.2.5 outcome or resolution of the incident;
  - 15.2.6 any reasons given by the pupil for being missing;
  - 15.2.7 any concerns or complaints about the handling of the incident;

---

15.2.8 a record of the staff involved.

15.3 A full written record of the incident will also be kept on the pupil's file.

15.4 The information created in connection with this policy may contain personal data. The School's use of this personal data will be in accordance with data protection law. The School has published privacy notices on its website which explain how the School will use personal data.

### **Version control**

Date of adoption of this policy	18.9.24
Date of last review of this policy	16.9.24
Date for next review of this policy	01.05.25
Policy owner (SMT)	Deputy Head, Caroline Heylen
Next formal annual review by Full Governing Body	November 2025