

Woolton High School

Policy in the event of a pupil missing from school 2016-17

Person responsible for developing this policy - Mark Christian

Introduction

Woolton High School is a child safe school that will do everything within reason to ensure that the safety and well-being of pupils is met at all times. In the event of a pupil going missing from Woolton High School, the procedures set out in this policy must be followed.

Implementation

If the child cannot be found on the grounds, or is known to have left the school premises, then the Headteacher or Deputy Head should be informed.

If the pupil who has gone missing remains missing for a period of thirty minutes, the pupil's parent/carer should then be informed by telephone. If the pupil is 'Looked After' by the Authority, that is subject to a care order, the member of staff who has been informed should then notify the police, asking for Belle Vale Police Station (709 6010) and the pupils social worker/out of hours duty team. The member of staff should be able to inform the police about the following details:-

- Particulars of child (i.e. name, d.o.b., home address, etc)
- Description of child and what he was wearing.
- Any relevant antecedents as to why child may have run away and, possible destinations to which the child might be heading.

If the pupil who goes missing is not looked after by the Local Authority, then school is duty bound to ensure that his parent / carer / adult with parental responsibility is informed, then that person may then decide to contact the police themselves or request this is done on their behalf.

In the event that the pupil who has gone missing is not 'Looked after' by the Local Authority, but deemed to be at serious risk to themselves or others (see below for description of 'at risk') then that pupil should be reported to the police.

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Pupils considered at risk and in need of being reported to the police after missing from school from school:

- All pupils who are looked after by the Local Authority (i.e. subject to a public care order)
- Pupils who are known to have a child protection plan
- Pupils who are known to self-harm
- Pupils who have not taken prescribed medication (i.e. Ritalin/concerta)
- Any other pupils who are considered to be at risk of harm to themselves or others
- Pupils vulnerable to CSE

Pupils who do not fall into any of these categories should not be reported to the police, as school has been directed by Merseyside Police to report only those pupils who go missing that fall into the above 'at risk' groups. However, pupils not considered 'at risk' should be reported to parents who have the duty to inform police if required.

When any pupil goes missing from school, the incident should be recorded in the 'pupils who have gone missing' file in the school admin office along with a police log number and the time that they went missing.

If a pupil goes missing from school, but returns before the end of the school day, school reserve the right to decide if that pupil's behaviour is appropriate to access school arranged transport. If school decides that any pupil's behaviour is not appropriate for travelling via school arranged transport, then parents/carers will be notified of this.

This policy was ratified in May 2016

This policy will be reviewed in September 2017