



# Pupils Missing from Russell House Policy

<b>Date of last review:</b>	2025	<b>Review period:</b>	2 Years
<b>Date of next review:</b>	2027	<b>Written by:</b>	Rebecca Garratt
<b>Type of policy:</b>	Non-statutory	<b>Committee:</b>	FGB
<b>Signature:</b>			

## **POLICY STATEMENT**

This policy applies to staff (including volunteers), pupils and parents at Wyre Forest School and Russell House.

The staff at Russell House will operate in line with the ***Procedures of Worcestershire Safeguarding Board*** and will give due regard to the DfE guidance documents:

- Keeping Children Safe in Education (September 2024) (KCSIE)
- Working Together to Safeguard Children (July 2018)
- Prevent Duty Guidance: for England and Wales (March 2015) (Prevent). Prevent is supplemented by non-statutory advice and a briefing note:
  - The Prevent Duty: Departmental advice for schools and childminders (June 2015)
  - The use of social media for online radicalisation (July 2015)

The policy should be read in conjunction with the Staff Code of Conduct.

## **PUBLICATION**

All staff are made aware of this policy. It is also available online on the school website. Parents may request a hard copy from the school or review the policy on the school website.

## **POLICY AIMS**

Through the operation of this policy we aim to:

- Protect the health and safety of pupils at Russell House;
- Ensure that staff know how to respond if a pupil goes missing.

## **RESPONSIBILITY**

The Governors delegate appropriate responsibilities for the day to day management of Russell House to the Head of Care and Headteacher. In practice, all members of staff contribute to the safety of pupils at Russell House by providing appropriate supervision in accordance with the directions of the Head of Care and the Headteacher. Schools are under a general duty to supervise pupils to the standard of a prudent or careful parent.

## **PROCEDURE WHEN A PUPIL IS MISSING -- ALL STEPS TO BE TAKEN IN ORDER, WITHOUT HESITATION & IMMEDIATELY**

**Step 1 (ASAP)** – If a member of staff notes that a pupil is missing, the adult responsible should inform all members of staff on duty at Russell House immediately. A pupil may be identified as missing:

- By comparing pupils on house with the daily morning and afternoon fire register located in Russell House office.
- By a report of a missing child by a fellow pupil.

**Step 2 (Immediately)** – If a pupil is suspected to be missing, staff must:

- Check the pupil's bedroom (including under bed and inside wardrobes)
- Check shift plan to identify where the pupil should be.
- Check blue daily logbook to identify whether the pupil has gone home sick or has an appointment;
- If in school hours ask over radio if anyone has seen the pupil in question.

**Step 3 (As soon as step 2 is complete)** – If the pupil cannot be found following the above investigation, staff must notify the Head of Care (CM) or, in their absence Headteacher (RG) or any member of SLT.

**Step 4** – The Head of Care or Headteacher will then take over the investigation.

**Step 5** – The Head of Care or Headteacher will conduct an initial search using assistance from colleagues as available or required. The Headteacher (RG) will be kept informed by the Head of Care or Headteacher.

**Step 6** – As part of the initial search process, the pupil's peers will be asked if they have any knowledge of the missing pupil's whereabouts.

**Step 7** – If pupil goes missing from Russell House during the morning all teacher's due to teach or tutor the pupil later that day will be informed that they must immediately inform Reception if the pupil appears.

**Step 8** – If the pupil is found at Russell House or in the vicinity, parents will be informed that their child was missing but has now been found.

**Step 9 (as soon as the steps have been completed)**– If the pupil is not found after the initial search, the Head of Care will telephone the Headteacher (on call if during the evening) to register the pupil as missing together with any suggestions as to where the pupil might be based on information gained from speaking to staff and other pupils. The Head of Care will contact the pupil's parents at this point. All decisions on contacting parents should be made by the Headteacher or Head of Care.

**Step 10** – If the initial search is unsuccessful, the Head of Care will contact the Police after consultation with the parents (where appropriate) and provide the Police with the information listed below, as well as any other information reasonably requested by the Police.

## **INFORMATION TO BE PROVIDED TO THE POLICE**

When the Head of Care contacts the Police about a missing pupil, the following information should be provided:

- The pupil's name;
- The pupil's age;
- An up-to-date photograph
- The pupil's height, physical description and any physical peculiarities;
- Any disability, learning difficulty or special educational needs that the pupil may have;
- The pupil's home address and telephone number;
- A description of the clothing the pupil is thought to be wearing;
- Any relevant comments made by the pupil such as "I'm going to run away" "I'm going home"

**PROCEDURE FOR PUPILS MISSING FROM RUSSELL HOUSE DURING AFTERNOON/EVENING - ALL STEPS TO BE TAKEN IN ORDER, WITHOUT HESITATION & IMMEDIATELY**

1. Inform ALL staff on shift
2. Check pupil's bedroom including under, inside wardrobe and en-suite.
3. Commence investigation from **Step 2**
4. Check entire house and garden area.
5. Check gates in garden and carpark
6. Commence investigation from **Step 3**

**PROCEDURE FOR PUPILS MISSING FROM RUSSELL HOUSE DURING THE NIGHT - ALL STEPS TO BE TAKEN IN ORDER, WITHOUT HESITATION & IMMEDIATELY**

1. Waking night staff to wake sleep staff immediately.
2. Check entire house and garden area.
3. Contact the Police and provide information listed above.
4. Contact Head of Care if not on duty they will then inform Headteacher.
5. Contact parents/cares following decision made by Headteacher/Head of Care.

**PROCEDURE FOR PUPILS MISSING ON AN OFF-SITE ACTIVITY ALL STEPS TO BE TAKEN IN ORDER, WITHOUT HESITATION & IMMEDIATELY**

1. Check surrounding vicinity visually and by calling pupil's name.
2. Telephone the Police (see *information to be provided to the Police*); All this information is kept on locked iPad which **MUST** be taken out on EVERY off-site activity.
3. If in school hours telephone the school – school will notify the Deputy Head who will send additional staff to collect pupils where appropriate and contact parents/carers.

A full written record of the offsite incident will be kept on CPOMS.

## **MONITORING**

The school and Russell House are aware that a pupil failing to attend school regularly or being absent without the school's permission for a continuous period of 10 days or more is a potential indicator of abuse or neglect.

Pupils who have been recorded as missing from Russell House are monitored closely and if there is a concern that they are at risk of 'going missing from residential setting' the DSL will be consulted (see Safeguarding Policy).

## **REVIEW**

This policy shall be reviewed every 2 years by the Headteacher/ Head of Care and updated as necessary. In undertaking the review, the Headteacher/Head of Care will take into account any incidents of Missing Pupils on file that indicate that there may be a problem with supervision, pupil support or security at the Russell House and any issues raised by individual members of staff, parents and pupils.