



Clovelly House School
Stay safe, respect, achieve

Missing From School Policy

January 2025



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Content

1. Purpose	3
2. School Premises	3
3. Missing From School Procedures	3
4. Following a Missing From School Incident	3



Missing From School Policy

1. Purpose

The Policy is written to guide staff members in the event that a pupil goes missing from the school premises. This policy should be read in conjunction with the school Safeguarding Policies, Security and Personal Safety in School, Behaviour management Policy and Individual Risk Assessments.

2. School Premises

The school attendance register will be taken every morning and afternoon and staff will supervise pupils throughout the school day. It is the responsibility for the deputy Head teacher to account for each pupil throughout the school day.

If a pupil goes missing an immediate search should be made of all the school buildings for about ten minutes, (unless the Risk Assessment states that an alternative action must be taken). Staff members should then put the 'Missing from School,' (MfS), procedures in place.

3. Missing from School Procedures

If a pupil goes missing from school implement the following:

1. If a pupil is seen leaving the school grounds staff members should follow him/her and try to keep him/her in view. The staff members should try to engage with the pupil and get him/her to agree to stay on the staff member's supervision.
2. Try to memorise what the pupil is wearing and other physical characteristics in case you need to pass them on to the police;
3. Inform the school and the home, if necessary, and take advice from the School Head;
4. If it is discovered that a pupil has gone missing during the school day, staff members should try to find out from others where s/he might be, then go out to search for the pupil
5. The school should check the pupil's risk assessment to see if there is any advice on the risk assessments and care of the pupil;
6. If you lose sight of the pupil continue to search for him/her and keep relevant persons informed;
7. As soon as possible, write down the details of the 'Missing from School' incident and forward it to the relevant persons.
8. If the search continues beyond the school day, the staff members must take advice from the child's carer/parent. If the child is from Clovelly House then the school staff members can hand over to the parents/carers to continue the search.
9. If the police have been called, then they should be updated about the status of the children who are missing from school.

4. Following the Missing from School Incident

Following a MfS incident the staff member should try to engage in some direct work, Structured discussion), with the pupil about why they went missing, what they did when out, the risks involved in going missing.

If necessary, the pupil's risk Assessment should be altered to reflect the MfS incident.

See also: Clovelly House 'Child Protection' Policy