



**PRIORY SCHOOL**  
EDGBASTON

## **WHOLE SCHOOL MISSING PUPILS POLICY**

### **(STATUTORY)**

<b>Trustee Committee:</b>	Education	
<b>Date Approved:</b>	TBC September 2025	
<b>Next of Review:</b>	March 2027	
<b>Member of Staff Responsible:</b>	Declan Griffin – Deputy Head, Serah Mockbil – EYFS Manager	
<b>Trustee Overseer:</b>	SWR – Mrs Watts-Rai	
<b>Intended Audience:</b>	Employees, Volunteers, Parents, Pupils and Visitors	
<b>Relevance:</b>	Whole School	<b>Yes</b>
	Early Years	<b>Yes</b>
	Preparatory	<b>Yes</b>
	Seniors	<b>Yes</b>
<b>Access:</b>	Website	<b>Yes</b>
	Internal	No
	Restricted	No

## Our Mission Statement

Priory School is a thriving, co-educational independent school founded upon a rich Catholic heritage which welcomes those from all faiths and none.

In partnership with parents and guardians we provide a nurturing, family-based ethos, alongside high-standards of teaching and learning, enabling all pupils to achieve their potential.

We embrace diversity and interfaith understanding alongside awareness of environmental and global issues, in response to the needs of our time.

The Governors and staff at Priory School are committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors, regardless of their education, physical, sensory, social, spiritual, emotional or cultural needs.

The Governors, staff and pupils are committed to the safeguarding and welfare of pupils and staff.

To meet the needs of our school community, all our policies, including this policy, can be made available on different formats such as different font sizes or styles, colour, or alternate languages.

The Governing Council understands it has responsibility for ensuring the effective oversight of this policy and will assess, evaluate and review as necessary.

## MISSING PUPILS POLICY

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This policy applies to all pupils across the whole school: Early Years, Preparatory, and Seniors. It sets out the preventative systems in place, and the procedures to follow should a child be missing.

### ***Preventative Systems***

To minimise the risk of a child going missing, the following measures are in place across the school:

- Site security: Gates and doors secured, reminders for staff/visitors to keep closed.
- Attendance registers: Taken at the start of sessions/lessons; lateness/early departures recorded.
- Supervision: Children supervised at all times; staff ratios maintained; pupils not left unsupervised.
- Head counts: EYFS – before and after outdoor play; Preparatory/Seniors – during trips and transitions.
- Trips and outings: Risk assessments completed; safeguarding measures followed.
- Parental responsibility: Parents must ensure handover/collection procedures are followed.

### ***Procedure concerning missing pupils***

While procedures differ slightly by phase, the following steps must be followed:

#### ***Early Years***

- Confirm the child's absence, record last known whereabouts, check attendance register.
- Remaining children supervised safely (e.g. story/music time).
- Systematic search: toilets, cupboards, under tables, play areas, exits, playground, car park, field.
- Inform key people:
  - Parents/carers contacted immediately.
  - Police/emergency services if not located quickly.
  - Ofsted notified of incident and actions taken.
  - Birmingham Early Years Team and insurance if required.
- Staff search possible routes home.
- All events logged on incident form.
- Media enquiries handled by Head only.
- Post-incident review, debrief, training updates.

#### ***Preparatory and Seniors***

Step 1 – Immediate Action (0–5 minutes):

- Teacher/tutor checks classroom and immediate areas; asks pupils; notify Reception.

Step 2 – Verification (5–10 minutes):

- Receptionist checks registers, signing in/out, peripatetic lessons, Nurse, Deputy Head office.
- Facilities staff check toilets, library, chapel, pavilion, sports hall.

Step 3 – Escalation (10–15 minutes):

- Deputy Head/SLT informed; full building search; CCTV reviewed by Data Controller.

Reviewed and Revised by Declan Griffin - September 25

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Step 4 – Parent Contact (20 minutes):

- Parents/emergency contacts called; confirm collection arrangements.

Step 5 – Grounds & Local Area Search (20+ minutes):

- Facilities Manager deploys team to search grounds and immediate roads.
- Friends may attempt to contact child's phone if age-appropriate.

Step 6 – Police Contact:

- Head/DSL contacts police with child details, last known location, actions taken.

### ***Aftercare (once pupil is found):***

Once the pupil is located:

- Provide reassurance and medical attention if required.
- Inform all parents immediately.
- Debrief with pupil and staff.
- Review supervision arrangements and update risk assessments.

### ***Related policies:***

This policy should be read alongside:

- Safeguarding & Child Protection Policy
- Attendance Policy
- Health & Safety Policy
- Educational Visits Policy
- EYFS Supervision Policy

### ***Recording and monitoring:***

All missing child/pupil incidents must be logged on a Missing Pupil Incident Form. Records kept with the DSL. DSL reviews records termly and reports to the Governing Council. EYFS requires Ofsted notification in addition to internal reporting.

### ***Contact Numbers:***

CASS: 0121 303 1888

Out of Hours Duty Team (CASS): 0121 675 4806

Ofsted: 0300 123 1231

### ***Monitoring and Review***

This policy will be monitored by the Deputy Head and EYFS Manager and reported to the Head. It will be reviewed by the Governing Council every three years, or sooner if incidents occur.