

## LOST PUPIL

Policy applies from EYFS to Sixth Form and to all Staff	
Date policy reviewed:	01.09.2024
Date of next review:	01.09.2025
Version:	09.24 v1
Author:	Mr Chris Collins

Version	Date	Paragraph	Material change	Approval
09.22 v1	01.09.2022	N/a	Clarified who should be notified if a pupil has not been located following completion of Steps 3 and 4 of the Lost Pupil Checklist.	Mr Luke Goodman
09.23 v1	01.09.2023	N/a	No material changes.	Mr Chris Collins
09.24 v1	01.09.2024	2	Procedures for dealing with pupils missing during and at the end of the school day combined.	Mr Chris Collins

Clifton High School is committed to child protection and safeguarding children and young people and expects all staff, visitors and volunteers to share this commitment.

### 1. Introduction

Clifton High School has a statutory duty to protect the welfare, health and safety of the children in its care. If a pupil is reported as being missing all reasonable steps should be taken to find the lost pupil. When there are factors which might put the pupil at increased risk the situation should be viewed as carrying a higher priority.

### 2. Procedure for missing pupils (missing during or at the end the school day)

If a pupil is reported missing during or at the end the school day, then the following steps should be taken:

**Step 1** The member of staff who discovers that the pupil is missing should notify the School Office immediately by emailing [absence@cliftonhigh.co.uk](mailto:absence@cliftonhigh.co.uk) or dialling 0 on any school internal telephone.



**Step 2** The School Office will carry out the checks in Step 2 of the **Lost Pupil Checklist - During the School Day** (Appendix A) or the **Lost Pupil Checklist - At the end of the School Day** (Appendix B).

**Step 3** If the pupil has not been found following completion of the checks in Step 2 of the Lost Pupil Checklist, the School Office will contact a member of the Senior Leadership Team (**SLT**) to search for the pupil. The team looking for the pupil will then follow Step 3 of the Lost Pupil Checklist.

The member of SLT will direct any available members of the administrative, maintenance or teaching staff to assist with the search.

**Step 4** If the pupil has not been located following completion of the checks in Step 3 of the Lost Pupil Checklist, then the Deputy Head or another member of SLT will contact the parents, to check that the pupil is not in their care. This contact should be handled with the utmost care so as not to cause undue alarm.

If the pupil has still not been found, the Head of School should be notified (if they have not already been) and the police may be contacted at the discretion of the Head of School. Initial contact should be via the Local Police Community Support Officer, whose number is known to the School Office and members of SLT.

If step 4 is reached, then a full account of the incident, including a timeline, must be recorded by the member of SLT or the Head of School.

**Appendix A: Lost Pupil Checklist - During the School Day**

Pupil name:	<input type="text"/>	Form:	<input type="text"/>
Reported by:	<input type="text"/>	Time reported missing:	<input type="text"/>

**Step 1: Inform the School Office immediately**

**Step 2: The School Office must carry out the following checks within 10 minutes**

	Time
SIMS register	
Sign in App Data	
On-site and off-site co-curricular activity (Details on SOCS)	
With a School Nurse (Ext 251)	
With the Counsellor - Tuesday and Friday only (Ext 243)	
With the ELD Department (Ext 256) and EAL Department (222)	
With the Music Department for Peripatetic lessons (Ext 257/258)	
With the FECF Department (Mobile Phones held on file)	

**Step 3: If the pupil has not been found, the School Office will contact a member of SLT to search for the pupil. The searching team will then make the following checks within 20 minutes.**

	Time
Toilets, cloakrooms and locker rooms	
Libraries	
Common rooms	
Extend the search to the extremities of the school and then to close proximity	
For Senior pupils ask a reliable pupil if they know the whereabouts of the lost pupil and/or ask them to call their friend on their mobile phone	

**Step 4: If the pupil still has not been found then the Head of School.**



**Appendix B: Lost Pupil Checklist - At the end of the School Day**

Pupil name:	<input type="text"/>	Form:	<input type="text"/>
Reported by:	<input type="text"/>	Time reported missing:	<input type="text"/>

**Step 1: Inform the School Office immediately**

**Step 2: The School Office must carry out the following checks within 10 minutes**

	Time
Absence register	
Signing in and out register	
On-site co-curricular activity (Details on SOCS)	
Off-site co-curricular activity (Details on SOCS)	
With a School Nurse (Ext 251)	
Senior Homework Room Year 7 - 13 (Ext 226)	
After School Hub Hive - Year 6 (Ext 241)	

**Step 3: If the pupil has not been found, the School Office will contact a member of the SLT to search for the pupil. The searching team will then make the following checks within 20 minutes.**

	Time
Classrooms, toilets, cloakrooms and locker rooms	
Libraries	
Common rooms	
Extend the search to the extremities of the school and then to close proximity	
For Senior pupils, ask a reliable pupil if they know the whereabouts of the lost pupil and/or ask them to call their friend on their mobile phone	

**Step 4: If the pupil still has not been found then the Head of School must be informed.**

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