



**WOODLANDS**

**SCHOOL**

ASPIRATION, RESILIENCE, OPPORTUNITY, EXCELLENCE

# Missing Pupil Policy

Amended: September 2025

Approved by Governors: December 2025

Review date: September 2026

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Registered Office: The Billericay School, School Road, Billericay, Essex, CM12 9LH

## **Contents**

- 1. Rationale**
- 2. Procedures**
- 3. School Visits**
- 4. Female Genital Mutilation**

### **1. Rationale:**

The policy must:

- adhere to national, local and institutional guidelines
- outline procedures for any pupil missing during the school day

**Aims:**

- To ensure that safety and security of all pupils is paramount
- To outline procedures in order to ensure that the pupils are accounted for at all times when they are in our care

### **2. Procedures:**

A register must be taken at the beginning of the school day and every lesson. Thereafter no pupil will leave the classroom without a teacher's pass or within the first or last 10 minutes of each lesson. If a pupil is missing from a lesson and they were previously registered, staff will email 'missing pupils' and attendance will radio to see if anyone has seen said pupil. All available staff from the pastoral team/SLT with a radio should undertake a search of school premises, grounds and request CCTV recordings where possible from ICT and Skanska Facilities Services in line with Woodland GDPR policies. A tannoy may also be sounded (not during exam time) to ask the pupil to come to reception.

If the pupil is not located after 20 minutes, parents/carers (or another named contact) should be contacted by Attendance to inform them that their child cannot be located on school premises. If parents/carers, and all emergency contacts, are unable to be contacted the police are then to be informed by the safeguarding lead and relevant information about the missing pupil will be given to the police who will then take over the search. Whilst the search is ongoing, the school will continue to liaise with the police and act in accordance with police instructions.

### **3. School Visits:**

When on excursions off school premises staff will implement strategies to maximise the safety and security of the pupils in accordance with the school's 'School Visit policy'. A list of all pupils' names and contact information will be carried at all times by the visit leader and assistant visit leader.

- Register checks must be made regularly during the trip and action taken according to procedure as soon as a pupil is identified as missing.
- The visit leader will organise a search for the pupil whilst the assistant visit leader other staff members will maintain the safety and well-being of the rest of the group.
- If a pupil is not located after 20 minutes the school will be informed and will invoke the Educational Visit Critical Incident Plan and parents will be contacted by Pupil Services.
- The visit leader will contact police in the area where the visit is located.
- The visit leader will remain with the police to assist and will maintain regular contact with the school.
- All other staff will return to the school with the rest of the pupils or to the appropriate hotel/hostel if the visit is residential.

### **4. Female Genital Mutilation (FGM):**


If the missing pupil relates to FGM professionals and teachers in England and Wales have a duty to report 'known' cases of FGM in under 18s which they identify in the course of their professional work to the police. The duty applies from 31 October 2015 onwards.

**School**

When the situation has been resolved, the Head Teacher and SLT will review the circumstances for the event happening and revise measures if necessary.

**Review**

This policy will be reviewed annually and amended as necessary.

Signed:   
Head Teacher

Dated: 8<sup>th</sup> December 2025

Signed:   
Vice Chair of Governors

Dated: 8<sup>th</sup> December 2025