



# **Missing Student Policy**

**September 2020**

## **SEXEY'S MISSING STUDENT POLICY**

### **SCHOOL ETHOS AND VALUES**

Our Christian values are at the heart of the ethos of the school and through these we grow individually and as a community. The Story of the Good Samaritan underpins our 7 core values of:

- Honesty
- Forgiveness
- Empathy
- Courage
- Resilience
- Kindness
- Respect

These core values underpin our policies, procedures and the way we treat one another in our community.

### **Rationale**

When a child goes missing or runs away, they are at risk. Safeguarding children therefore includes protecting them from this risk.

The safety of young people is always the highest priority both on and off the premises. If a student goes missing, our missing student procedure is followed.

This policy follows:

- Statutory guidance on children who run away or go missing from home or care – DfE Jan 2014
- Working Together to Safeguard Children and related statutory guidance (2018);
- The Missing Children and Adults Strategy (2011);
- Protocol from Somerset Local Safeguarding of Children Board  
<http://sscb.safeguardingsomerset.org.uk/wp-content/uploads/2016/06/MissingChildren-Protocol.pdf>

### **Linked Policies:**

This policy should be read in conjunction with the following policies:

- Safeguarding and Child Protection Policy
- Attendance Policy
- Children Missing Education Policy

## **Missing Students (see flow charts in appendices)**

### **If a student goes missing from school.**

- The staff member informs Attendance Officer that student is missing.
- Attendance Officer informs SLT member or Head of Year (The Coordinator) that student is missing.
- The Coordinator arranges a search of the school buildings and immediate grounds.
- The Coordinator arranges a search of Bruton and Bruton Station if necessary.
- Attendance Officer monitors registers to ensure no other students are missing.
- Staff and student's peers are questioned to establish student whereabouts and possible reasons for being missing.
- Attempts made to contact student by phone. If not found The Coordinator will contact parent/s to try to establish the whereabouts of the student.
- The Coordinator will liaise with the Headteacher.

### **If the whereabouts of the student is unknown**

- **If the student is subject to CIN, CP Plan or CLA, the student's Social Worker will be immediately informed.**
- **If the student is deemed at serious risk, missing in suspicious circumstances or has been missing for more than 60 min** The Coordinator will contact the police.

### **If a student goes missing on a trip:**

- As soon as a student is reported to be missing, staff will ask students to stand with their designated adult in charge and carry out a head count.
- Staff will carry out a search of the immediate area. Student's peers will be questioned to establish the student's whereabouts and possible reasons for being missing. Attempts will be made to contact student by phone. If appropriate the leader will contact security for help in locating the student.
- The trip leader will be informed, and they will inform the school office who will alert a member of SLT (the Coordinator). If the incident occurs out of school hours the Designated Safeguarding Lead or Deputy DSL will be informed and will coordinate the response.
- The Coordinator will inform parent/s.

### **If the whereabouts of the student is unknown**

- **If the student is subject to CIN, CP Plan or CLA, the student's Social Worker will be immediately informed.**
- **If the student is deemed at serious risk, missing in suspicious circumstances or has been missing for more than 60 minutes** Trip Leader will contact the police and remain in phone contact with the police and The Coordinator.
- If possible, the remaining students will be taken back to school or to a safe area.

### **If a student goes missing from a boarding house:**

- Staff member informs a member of the Duty House Staff that student is missing
- The member of the Duty House Staff (The Coordinator) will arrange a thorough search of the boarding houses, the school buildings and immediate grounds.
- The Coordinator will arrange a search in Bruton and Bruton station if necessary.
- Registers will be taken in the boarding house and other houses contacted to ensure that there are no other students missing.
- Student's peers will be questioned to establish the student's whereabouts and possible reasons for being missing. Attempts will be made to contact student by phone.
- The Coordinator will contact the Senior Houseparent and liaise with the Boarding Manager and Headteacher.
- If the student is not found, the parent/s will be informed by the Senior Houseparent or, in his/her absence, the Duty Senior Leader. It will be established whether they know the whereabouts of the student.
- The remaining students in the House will be supervised by another member of staff

### **If the whereabouts of the student is unknown**

- **If the student is subject to CIN, CP Plan or CLA, the student's Social Worker will be immediately informed.**
- **If the student is deemed at serious risk, missing in suspicious circumstances or has been missing for more than 60 min The Coordinator will contact the police.**

### **When the student is found:**

- A member of staff will care for the student and talk to them to establish what happened. The student may be distressed and need to be comforted and the health and welfare of the student will be the immediate concern. Medical treatment will be arranged where appropriate.
- If the student is subject to a child protection plan or is a looked after child their social worker will be involved immediately to care for their welfare.
- The parents/carers, staff and any organisations that have been alerted will be informed that the student has been found as soon as is practicable.
- Children's Social Care will make arrangements for the physical transportation of the student where necessary.
- Where a missing child is over 16 years, discussion should take place between Children's Social Care and the Police regarding the legal powers to enforce a return.
- In the light of what the student says about returning to their home or boarding house, and in relation to any previous knowledge and/or strategy meeting, the decision as to whether it is safe for the student to return to their home or boarding house must be made and the reasons for the

decision recorded. If it is not deemed safe, the Police must contact Children's Social Care, or where a looked after child the child's social worker or manager or where outside working hours the emergency duty service manager for a joint police/social care decision to be made regarding immediate placement arrangements.

- Where appropriate a strategy discussion between involved agencies will take place within one day.

### **After the Incident:**

- The Duty Staff will discuss the events surrounding the disappearance of the student.
- Where a child indicates or there is suspicion that a criminal offence has taken place either during the absence or leading to the absence the Police must be notified.
- The student will meet with an appropriate member of staff (Asst. Head Pastoral, Director of Boarding). They will discuss the incident and ensure that appropriate support is put in place (e.g. problem solving, counselling)
- If the Police and Social Services were involved in the incident, then they will conduct a return home / to boarding interview within 72 hours.
- If appropriate a letter will be sent home outlining the circumstances of the incident.
- If a student shows a pattern of going missing from school or, under some circumstances following a single incident, the Assistant Head Pastoral or Boarding Manager may put in place a risk assessment for that student. This will be distributed to those with pastoral responsibility and the Educational Visits Coordinator who will be responsible for ensuring that members of staff who plan trips are made aware.
- The school will work with other agencies to support students who regularly go missing from school and inform the lead person in the local authority.
- Staff will talk to all students to ensure that they understand that they must not leave the group/building.
- The Coordinator (day incidents) or Duty House Staff (boarding incidents) should complete a Missing Student Form (see appendices) and submit it to the Assistant. Head Pastoral (day) or Boarding Manager (boarding). This should include statements taken from students and staff involved in the incident. All incidents should be recorded on SIMS/CLASSCHARTS along with any completed forms.
- The appropriate agencies should be contacted by a member of the SLT depending on the nature/severity of the incident. e.g. Somerset Children's Services, OFSTED, the Insurance Company, RIDDOR

### **Monitoring and review**

This policy will be reviewed every 3 years by the Governors.

## Appendix 1

### Missing Student Incident Form

Name of student	Date of incident	
<b>Part 1</b> Details of circumstance where student went missing		
Actions of staff on duty - who informed		
Immediate support provided on student being located		
Staff completing part 1 of form Print	Date	Signed
<b>Part 2</b> Details of investigation of incident		
Further support provided		
Further actions as a result of the incident		
Date recorded on Missing Student list		
Senior staff completing record		

## Appendix 2

### Student Missing from School Procedure

Staff member informs Attendance Officer that student is missing



Attendance Officer informs SLT member or Head of Year (The Coordinator) that student is missing



The Coordinator arranges a search of the school buildings and immediate grounds



The Coordinator arranges a search of Bruton and Bruton Station if necessary



Attendance Officer monitors registers to ensure no other students are missing



Staff and student's peers are questioned to establish student whereabouts and possible reasons for being missing. Attempts made to contact student by phone.



If not found The Coordinator will contact parent/s to try to establish the whereabouts of the student.

The Coordinator will liaise with the Headteacher.



#### **WHEREABOUTS UNKNOWN**

If the student is subject to CIN, CP Plan or CLA, the student's Social Worker will be immediately informed.

If the student is deemed at serious risk, missing in suspicious circumstances

or has been missing for more than 60 minutes

the Coordinator will contact the police.

## Appendix 3

### Student Missing on a Trip Procedure

As soon as a student is reported to be missing, staff will ask students to stand with their designated adult in charge and carry out a head count



Staff will carry out a search of the immediate area. Student's peers will be questioned to establish the student's whereabouts and possible reasons for being missing. Attempts will be made to contact student by phone. If appropriate the leader will contact security for help in locating the student.



The trip leader will be informed, and they will inform the school office who will alert a member of SLT (the Coordinator). If the incident occurs out of school hours the Headteacher or Designated Safeguarding Lead or Deputy DSL will be informed and will



The Coordinator will inform parent/s.



#### **WHEREABOUTS UNKNOWN**

If the student is subject to CIN, CP Plan or CLA, the student's Social Worker will be immediately informed. If the student is deemed at serious risk, missing in suspicious circumstances or has been missing for more than 60 minutes Trip Leader will contact the police and remain in phone contact with the police and The Coordinator.



If possible, the remaining students will be taken back to school or to a safe area.



## Appendix 4

### Student Missing from Boarding House Procedure

Staff member informs the Duty House Staff that student is missing



The member of the Duty House Staff (The Coordinator) will arrange a thorough search of the boarding houses, the school buildings and immediate grounds.



The Coordinator arranges a search of Bruton and Bruton Station if necessary.



Registers will be taken in the boarding house and other houses contacted to ensure that there are no other students missing



Student's peers will be questioned to establish the student's whereabouts and possible reasons for being missing. Attempts will be made to contact student by phone



The Coordinator will contact the Senior Houseparent and liaise with the Boarding Manager and Headteacher.



If the student is not found, the parent/s will be informed by the Senior Houseparent or, in his/her absence, the Duty Senior Leader. It will be established whether they know the whereabouts of the student.

The remaining students in the House will be supervised by another member



#### **WHEREABOUTS UNKNOWN**

If the student is subject to CIN, CP Plan or CLA, the student's Social Worker will be immediately informed.

If the student is deemed at serious risk, missing in suspicious circumstances **or has been missing for more than 60 minutes** The Coordinator will contact the police.