



Missing Student Policy and Procedure

The Governing Body and Leadership Team of Leighton Park School fully recognise their responsibilities to safeguard and protect the children in their care. Safeguarding is everyone's responsibility. This policy sets out the procedure when a student has been discovered to be missing.

During Monday to Friday, all students must formally register with their tutor in the morning and with their lesson 5 teacher in the afternoon. Staff are responsible for accounting for students in their lessons and should check the absentee list at the first opportunity. In carrying out the procedures as outlined below other factors to be taken into account are: -

- Any known health problems of the missing student to be considered
- Any known pastoral concerns or contextual safeguarding issues to be considered

Boarding students missing at morning registration

If a boarder is not present at registration in the morning:

1. The tutor must notify the Housemaster immediately and a thorough search of the House must be conducted.
2. If the boarder cannot be found, the tutor or Housemaster must inform Reception **and** the Director of Boarding and Assistant Head, Pastoral Welfare and Designated Safeguarding Lead.
3. They will then follow the Missing Student Procedure.

Missing Student Procedure between morning registration and 7:00pm

- 1 The member of staff who knows that a student is missing from the lesson, or other activity, must first of all, check on SchoolBase that the student has been marked present / absent for morning registration and subsequent lessons. In other words, staff must try to establish if there is a legitimate reason why the student is missing from their lesson.

Once this check on SchoolBase is made, and no legitimate reason for absence is known, the member of staff must seek help on trying to locate the missing student and email:

Teachers teachers@leightonpark.com
School office schooloffice@leightonpark.com
Health Centre healthcentre@leightonpark.com

stating the full name and Year of the student and the lesson or activity they are missing from.

2. Reception will advise if the student has signed out and, if not, contact:
 - The House and ask the Matron, or other member of House staff, to search the house
 - The Library
 - ILC
 - Health Centre
 - Music department

3. If the student has still not been found the Assistant Head Pastoral Welfare and Designated Safeguarding Lead **or** a Deputy Designated Safeguarding Lead **or** a member of the Leadership Team will be informed by reception and be responsible for the following (Monday to Friday). During the weekends, the Head of Boarding and Deputy DSL should be contacted in the first instance:
 - If the student carries a mobile phone, attempts should be made to contact the student and if the phone remains unanswered, a message left with a request that the student contacts reception immediately.
 - The student's fellow House members, friends and classmates will be asked if they have any knowledge of the missing student's whereabouts.
 - A review of CCTV footage can be authorised to help find a missing student.
 - School grounds to be searched by caretakers and other relevant staff.
 - If the student is still unaccounted for the member of staff now in charge of the incident, should then take appropriate action as deemed necessary given the circumstances of the student involved; alert all staff that a student is missing; inform parents; inform police.

Missing Student Procedure after 7:00pm and weekends

1. The Housemaster, Deputy Housemaster/mistress and the Director of Boarding and Deputy DSL, to be informed immediately and follow the procedure outlined in **point 3** above.
2. Where the School contacts the Police during the day or night, the following information should be provided:
 - the student's name
 - the student's age
 - an up-to-date photograph if possible
 - the student's height, physical description and any physical peculiarities
 - any disability, learning difficulty or special educational or health needs that the student may have
 - the student's home address and telephone number
 - a description of the clothing the student is thought to be wearing
 - any relevant comments made by the student such as "I'm going to run away to Brighton".

The information will then be passed to the various police stations through police channels and no further notifications from the School should be necessary.

Trips

When taking children away from school, extra care is taken to ensure they are safe and supervised appropriately, in line with the Educational Visits Policy. In the unlikely event that it is suspected that a student has gone missing, the following procedure will be followed:

- Staff will ensure the rest of the group are safe and well cared for
- A roll call will be taken
- A member of staff will conduct a search of the immediate vicinity
- Depending on the nature of the trip, a member of staff will attempt to call the child
- If there is no response via mobile phone with the child, the trip organiser will endeavour to contact the child's parents by telephone and/ or email and the police will also be called
- Once the police arrive, all details about the child will be given. The police will take over the search and the child's parents will be informed once contact has been made with them
- The emergency contact, (a senior member of staff), should also be alerted to what has happened using the emergency contact numbers. A member of staff will remain with the police to comfort the child when found and maintain regular contact with the parents and the school

When the situation has been resolved the organiser and the EVC will review the reasons why it happened with a view to putting preventative measures in place for the future.

Record keeping of incidents of missing students

A record of the incident should be recorded on MyConcern by the member of staff in charge of the incident including:

- the student's name
- relevant dates and times (e.g. when it was first noticed the student was missing)
- action taken to find the student
- whether the police or social services were involved
- outcome or resolution of the incident
- any reason given by the student for being missing
- any concerns or complaints about the handling of the incident
- a record of the staff involved and when parents / guardians were informed

Safeguarding and Child Protection Matters

A child going missing from an education setting is a potential indicator of abuse or neglect. Staff should follow safeguarding procedures in cases where children go missing and there is a concern, particularly when children go missing on repeat occasions. They should act to identify any risk of abuse and neglect, including sexual abuse, risk of being drawn into terrorism, or sexual exploitation. Students who have missed ten school days or more without permission will be referred to the local authority for poor attendance in accordance with Children Missing Education DFE 2016 guidance.

The procedures for notifying the Local Authority are outlined in the Safeguarding and Child Protection policy.

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