

Missing Student Policy

1. Introduction

The Governing Body and Senior 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.

2. Scope

2.1 This policy applies to boarding and day students from Years 7 to Years 13.

2.2 This policy is available on the school website and the safeguarding section of the staff portal. It may be made available in hard copy form upon request.

3. Procedure

3.1 During Monday to Friday, all students must formally register with their tutor in the morning at 8.15am and afternoon at 2.15pm.

3.2 Staff are responsible for accounting for students in their lessons and should check the absentee list at their first opportunity. This can be found on ISAMS dashboard, 'out of school'.

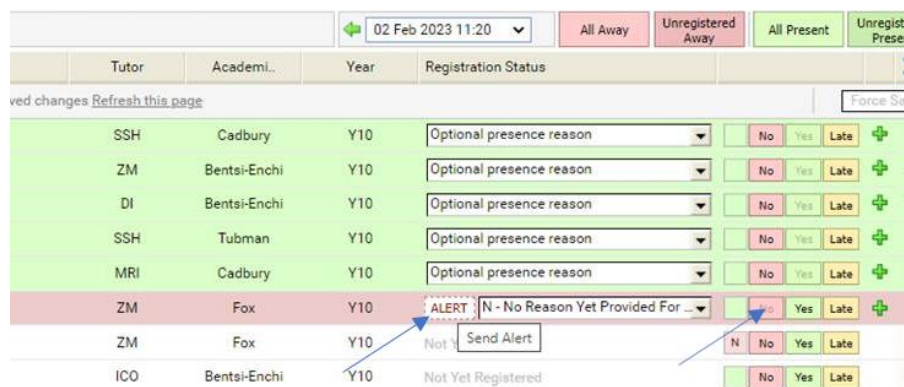
3.3 In carrying out the procedures as outlined below other factors to be taken into account are:

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

3.4 Procedure for a student missing during the school day immediately:

On finding that a student is missing, the staff responsible for them should:

- mark the student as 'N' on iSAMS and seek help on trying to locate the missing student by clicking the Alert button on iSAMS (see below) An iSAMS generated email message will then be sent to a preselected list of recipients alerting them of a student's absence. (The list of recipients includes the HM, DHM, HOS, House Manager, Music Administrator, ILC, Health Centre and Student Services).



Tutor	Academ...	Year	Registration Status
SSH	Cadbury	Y10	Optional presence reason
ZM	Bentsi-Enchi	Y10	Optional presence reason
DI	Bentsi-Enchi	Y10	Optional presence reason
SSH	Tubman	Y10	Optional presence reason
MRI	Cadbury	Y10	Optional presence reason
ZM	Fox	Y10	ALERT: N - No Reason Yet Provided For ...
ZM	Fox	Y10	Not Yet Registered
ICO	Bentsi-Enchi	Y10	Not Yet Registered

- Student Services will advise if the student has signed out.
- The Student Services and Attendance Manager will then send out a photo alert to all teaching staff, asking for the whereabouts for this student.
- The student's fellow House members, friends and classmates will be asked if they have any knowledge of the missing student's whereabouts.
- If a boarder is missing, House staff must be notified immediately, and a search of the House conducted.
- Students Services and Attendance Manager to contact staff in charge of last lesson / activity to check whereabouts. Also check with ILC, Health Centre and Music.
- 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.

3.5 After 30 minutes, (whether the above searches are complete or not):

- The Deputy Head Pastoral and DSL must be notified, or the Deputy Head in her absence, and will take charge of the incident, together with the Head of Section and relevant House Staff and Student Services and Attendance Manager.
- If it is a weekend, the relevant House Staff and SLT member on duty should be notified and take charge of the incident.
- A review of CCTV footage can be authorised to help find a missing student.
- School grounds, classrooms, toilets and changing areas to be searched by caretakers and other relevant staff.

3.6 Proof of the student leaving the school site

If CCTV, (or another means, such as a witness) proves the student has left the school site, the parents must be informed immediately. If the parents have no idea why the student has left school, then in consultation with the parents, the Police will be called.

3.7 After 1 hour (or earlier if deemed appropriate)

- 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 relevant staff, including the Head, that the student is missing; inform parents; inform police after consultation with parents.

3.8 After 2 hours (or earlier if deemed appropriate):

- The Head, Deputy Head Pastoral or member of SLT on Duty should inform the Chair of Governors or the Governor with responsibility for safeguarding that a student is missing.

3.9 Procedure for a boarder missing after school hours or during the night Immediately:

On finding that a student is missing, the staff responsible should:

- Check with other boarders and ask them if they have any knowledge of the missing boarder's whereabouts.
- Attempt to contact the Student using his / her mobile phone;
- Conduct an initial search of the House and immediate surroundings of the House using available staff and senior students.

3.10 After 30 minutes (whether the above searches and actions are complete or not):

- Contact the Member of SLT on duty to inform them that the boarder is missing
- Contact other available members of staff and office holders on site to conduct an initial search of the School site.

3.11 After 1 hour (or earlier if deemed appropriate):

- Where appropriate, contact the parents to inform them that the Student is missing.

- If the student's parents are abroad, this step may need to be delayed. All decisions on contact with parents should be made by the member of SLT on duty, as appropriate. The Head, Deputy Head and Deputy Head (Pastoral) shall be informed if available.
- The member of SLT on duty will contact the Police after consultation with the parents (where appropriate).

3.12 Contacting the Police

- To be done in consultation with parents, if they are immediately available.
- It is a 999 call to the Police within the first two hours of a child going missing and 101 after two hours, (according to Thames Valley Police control room).
- 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, unless the student returns to the school and the police are unaware.

4. Procedure for a student missing during an Educational Visits trip

When taking students 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.
- Check with other students and ask them if they have any knowledge of the missing student's whereabouts.
- A member of staff will conduct a search of the immediate vicinity, including the venue area just visited.
- 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

4.1 Lessons learned from Educational Visits trip

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

5. When the Student is found, or the incident is otherwise resolved

The Head, parents/guardian, Deputy Head (Pastoral), SLT on Duty and any other members of staff involved in the search shall be informed.

- The Police will be informed if they have been involved.
- The Governors will be informed, if they have been involved and / or the incident was concerning from a child protection perspective.

6. 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
- actions regarding pastoral care, monitoring and signposting to other agencies if required.

7. Follow up on return of boarder / day student to school

- The Housemaster / mistress (in respect of a boarding student) or the Head of Year (day student) or a member of staff chosen by the student, will speak sensitively with the student and decide on support and/or counselling. The Pastoral Team shall be notified if necessary.
- The Deputy Head Pastoral to be kept informed of the student's welfare on their return.
- Follow up meeting with HM or Head of Year, or Pastoral Intervention Practitioner to review student progress.
- A full report of the incident should be placed on the student's file via MyConcern.

8. Safeguarding and Child Protection Matters

8.1 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.

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

9. In the event of a period of remote learning for a whole school closure, lesson registers will be taken each day. The school will follow up in the event of an unexpected absence.

10. Policy Review

The Policy will be reviewed annually by the Deputy Head Pastoral, the Head and Safeguarding Governors.

11. Related Policies

Safeguarding and Child Protection Policy – CME
The Prevent Policy
Absence Attendance and Registration Policy

12. Relevant Regulation and Guidance

Latest Keeping Children Safe in Education
The ISI Handbook for the Inspection of Schools – Commentary on the Regulations September 2022
•The Prevent Duty – Advice for Schools – June 2015

Author:	Nicky Hardy, Deputy Head: Pastoral
Sign off:	Matthew Judd, Head
Date of last review:	September 2022
Date of next review:	September 2023
Publication:	portal.leightonpark.com