

H6 Missing Student Policy

Aim

The welfare of all of our students at Purcell School is our paramount responsibility. Every adult who works at the school is aware that they have a responsibility for helping to keep all of the students safe at all times. It is therefore the responsibility of all staff to search actively for students who are missing, including working with the police where appropriate.

All The Purcell School students are required to register before school starts each morning in their designated House. Registration is taken again after lunch for all students and in each lesson. A list of absentees is held in the school office. The school has a unified absence email address, monitored by the school office which propagates an authorised absence list, which is sent around to staff via email. Therefore, for the purpose of this policy, the term 'missing' refers to a student being not present without authorisation or explanation. On occasions when a staff member identifies a student as missing from their expected location, immediate action is required as outlined in the procedures below.

Communications with parents and the appropriate services (particularly the police) are an integral part of the procedure and all instances of a missing student must be reported to the Principal or the Deputy Principal during the day and the Head of Boarding after school hours, following procedures as outlined below, whereupon the appropriate investigations will be made. At all stages, consideration will be given as to whether children's social care should be contacted in line with local procedures and the School's Safeguarding Policy.

This policy applies to all members of our school community; The Purcell School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

The Purcell School seeks to implement this policy through adherence to the procedures set out in the rest of this document. This document is available to all interested parties on our website and on request from the main school office and should be read in conjunction with the following document: Safeguarding Policy, and Attendance Policy. This documentation also complies with the National Minimum Standards for Boarding (2015), Standard 15: Staffing and Supervision.

Missing Day Students (between 8.00am and 6.00pm)

A student may be identified as missing:

- After an absence at morning registration and is not confirmed by the House staff/office staff's contact with home
- By comparing students in a class with the day's absence sheet and instrumental timetable
- On reconciliation with the afternoon registration
- By a report of a missing child by a fellow student

Any member of staff discovering a discrepancy must immediately notify the House/School Office who will:

- Contact and make the necessary check such as the tutor/teacher to assess whether the absence is expected, the Health Centre to check for any known medical emergency
- Check all lists of trips out of School and check the signing out system.

If the student is still found to be missing, the House/ School Office will immediately Inform the Deputy Principal/ SLT members who will;

- Initiate and oversee a search of the site
- Coordinate and make the necessary search over the School grounds
- Advise all teachers due to teach the student later that day that they must immediately inform the office if the student appears
- Set off the school fire alarm

If, within the next 10 minutes, the site search and fire alarm fail:

- The Principal and parents will be informed
- In some cases a search of local roads will be made on foot, or by car, by available staff and parents as appropriate
- On completion of this and any subsequent searches made over the day parents will continue to be informed of progress
- At his/her discretion, the Principal will arrange for the police to be informed
- The Principal will notify the Chair of Governors

If the student is found, or the incident is otherwise resolved:

- The Principal, SLT and parents will be directly informed by the School Office
- The Police will be informed if they have been involved
- The Principal/Deputy Principal will initiate a full inquiry and provide a written report. Appropriate sanctions/support will be applied. This report and the incident log will be kept on the student's file

Missing Boarders (between 6.00pm and 8.00am)

During the school day, the procedure is the same as that for a missing day student.

A Boarder may be identified as missing if their whereabouts cannot be confirmed visually, from information provided by the student or other trustworthy students with regard to their movements, the sign-in book or telephonic contact with them or their parent/guardian.

Staff discovering a discrepancy must:

- Notify the Boarding Houseparent(s) of the relevant house, the Head of Boarding and/or the duty boarding staff member
- Attempt to ascertain whereabouts from friends
- Attempt to contact the student on his/her mobile phone
- Arrange a check of the School grounds
- Contact staff who might previously have taught the student that day
- Check the list of trips and activities out of School

If a student is still missing after 10 minutes, the staff should inform the Principal and duty SLT who will;

- Set off the school fire alarm
- Contact their parents/guardians (with due regard for time zones)
- Contact back-up duty staff, and request assistance as appropriate
- If necessary a search of local roads, shops, potential haunts etc. should be made on foot or by car where appropriate

On completion of this and any subsequent searches made, the Principal and parents/guardians will continue to be informed of progress. The Principal, Head of Boarding and duty SLT will arrange for the Police to be informed. The Principal will notify the Chair of Governors.

If the student is found, or the incident is otherwise resolved:

- The Principal, Parents/guardians, Deputy Principal will be directly informed by the Boarding Staff
- The Police will be informed, if they have been involved
- The Principal or Head of Boarding, along with the Houseparent(s) of the relevant House will initiate a full inquiry, and provide a written report. Appropriate sanctions/support will be applied. This report and the incident log will be kept on the student's file

Students missing during a school trip or following a journey

As soon as it is noticed that a student is missing, the member of staff in charge will:

- attempt to contact the student where appropriate
- check whether there were any delays or changes to the journey
- check with other students and ask them if they have any knowledge of the missing student's whereabouts
- contact the student's accommodation, if applicable
- contact the venue or the people that the student had visited, if applicable

If the student is still missing, the member of staff in charge will contact the Principal, or in his absence the Deputy Principal, who will then arrange for the parents to be contacted together with relevant hospitals and the Police.

After The Incident (all stages)

- The senior member of staff involved will sensitively discuss with the child's parents the events surrounding the disappearance of the child
- The Principal or the appropriate member of SLT will carry out a full investigation taking written statements from all the staff present at the time
- The incident report will detail:
 - The date and time of the report
 - What staff/student were in the group/class
 - When the student was last seen in the group/class/boarding house
 - What has taken place in the group/class/boarding house since then and the time it is estimated that the child went missing
 - Any other relevant information
- A conclusion is drawn as to how the breach of security happened and, if appropriate, procedures (including risk assessments and training) may be updated

Review

This policy shall be reviewed every year as part of the School's annual review of safeguarding, and updated as necessary. In undertaking the review, the appropriate member of SLT will take into account any incidents of missing students that indicate that there may be a problem with supervision, student support or security at the School and any issues raised by individual members of staff, parents and students.

<i>Policy author / reviewer:</i>	<i>Policy date / review date:</i>	<i>Next review due:</i>
Pastoral Team	January 2020	January 2021