



# St George's College

WEYBRIDGE

## MISSING STUDENT POLICY

### Introduction

National Minimum Standards requires that "staff working within the College know and implement the College's policy in relation to students going missing and their role in implementing that policy. Staff actively search for students who are missing, including working with police where appropriate".

Parents have had their attention drawn to the existence of the procedures in this policy. There are clear links between this policy and the Staff Code of Conduct and the Safeguarding Policy.

This policy was written in accordance with: Children Missing Education (2016)

## PART ONE: MISSING STUDENT POLICY

### Action to be Followed by Staff if a Student Fails to Attend First Day of College

All new students are placed on the College's Admissions Register at the beginning of the first day on which the College has agreed that the student will attend the College. If a student fails to attend on the agreed date, staff must inform the Designated Safeguarding Lead without delay. The Designated Safeguarding Lead will consider notifying the local authority at the earliest opportunity.

Where there are changes affecting the student (including a change of address or School), these will be reflected in the admission register. This will assist the College and external agencies when making enquiries to locate any missing student.

### Duty to Report

The College monitors attendance closely and will take action to address poor or irregular attendance. The College will inform the local authority of any student who fails to attend College regularly, or has been absent without the College's permission for a continuous period of 10 College days or more without permission.

Where a student has been continuously absent without authorisation for a period of not less than 20 College days (and there are no reasonable grounds to believe the student is unwell or unable to attend because of any unavoidable cause), and the College and local authority have failed, following reasonable enquiry, to ascertain where the student is, the College may remove the student's name from the admission register. The College will inform the local authority of such deletion no later than the time at which the student's name is deleted from the register.

### Actions to be Followed by Staff if a Student Goes Missing From the College

Last reviewed: August 2019

Policy owner: DEPUTY HEAD PASTORAL

Next review: August 2021

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Our procedures are designed to ensure that a missing student is found and returned to effective supervision as soon as possible. If a student was found to be missing, we would carry out the following actions during the working day:

1. Check the registers and confirm attendance with teacher in lessons/registration before the student was reported missing.
2. Check the Medical Centre, the Chaplaincy and the Library.
3. Ask Student Services to check the signing out/in book.
4. Inform the Designated Safeguarding Lead (DSL).
5. Check with the student's friends to see if they know their whereabouts. Consider using friends to call the missing student, being mindful of not causing alarm.
6. Arrange for one or more adults to search the College grounds.
7. Student Services will contact Parents to inform them of the situation, and ascertain if they have had any contact with the student.
8. Check the CCTV records, for signs of entry/exit.

If the student is still missing, the following steps would be taken:

1. Inform the Head.
2. The DSL will ring the student's parents and explain what has happened, and what steps have been and will be set in motion.
3. The DSL/Head would notify the Police.
4. The DSL would arrange for staff to search the rest of the College premises and grounds.
5. The DSL would inform the Surrey Children's Safeguarding Partnership.
6. The College would co-operate fully with any Police investigation and any safeguarding investigation by the local authority.
7. In due course, the DSL will inform the Lead Governor on Safeguarding.

During the course of the investigation into the missing student, the College, in consultation with the SPA, will decide what information should be given to other parents, staff and other students and how press enquiries are to be dealt with.

A full record of all activities taken up to the stage at which the student was found would be made for the incident report. If appropriate, procedures would be adjusted.

#### **Actions to be Followed by Staff if a Student Goes Missing on an Educational Visit**

1. An immediate head count would be carried out in order to ensure that all the other students were present.
2. An adult(s) would search the immediate vicinity.
3. An adult would be sent to and remain at the central meeting point.
4. Other students would be asked to ring the mobile phone of the missing student.
5. If appropriate, contact the venue manager and arrange a search.
6. Inform the DSL by mobile phone and ask the DSL to ring the student's parents to explain what has happened, and what steps have been set in motion.
7. Contact the Police.
8. The DSL would inform the Surrey Children's Safeguarding Partnership.
9. The College would cooperate fully with any Police investigation and any safeguarding investigation by the local authority.
10. In due course, the DSL will inform the Lead Governor on Safeguarding.

A full record of all activities taken up to the stage at which the student was found would be made for the incident report. The College will review its procedures and, if appropriate, these would be adjusted.

### **Actions to be Followed by Staff Once the Student is Found**

1. Talk to, take care of and, if necessary, comfort the student.
2. Inform the DSL and Head the student has been found.
3. The Head is to phone the missing student's parents and inform them that s/he has been found
4. Speak to the other students to ensure they understand why they should not leave the premises or separate from a group on an outing.
5. The Head will speak to the parents to discuss events and give an account of the incident (having discussed this beforehand with the SPA if necessary).
6. The Head will initiate a full investigation, including with outside agencies as necessary.
7. Media queries should be referred to the Head (after discussion with outside agencies if appropriate)
8. The investigation should involve all concerned providing written statements.
9. The report should be detailed covering: time, place, numbers of staff and students, when the was last seen, what appeared to have happened, the purpose of the outing, the length of time that the student was missing and how s/he appeared to have gone missing, as well as lessons for the future.

### **Part Two: Procedures to be Followed by Staff when a Student is Not Collected on Time**

If a student is not collected by 6pm (Monday to Thursday) or 5.30pm (Friday) the student is to take themselves to Student Services. Student Services will call the contact numbers for the parent or carers. If there is no answer, Student Services will begin to call the emergency numbers for this student. During this time, the student will be safely looked after.

If there is no response from the parents' or carers' contact numbers or the emergency numbers, Student Services will inform the Deputy Head Pastoral or any other member of SLT who is on site.

The relevant SLT member will then make all attempts to contact the parents/carers and only if no contact can be made will escalate the issue to the SPA out of hours team.

The student will remain under supervision until such a time as s/he has been collected by a parent, guardian or carer, or until appropriate, alternative care arrangements have been made.

The College's DSL will keep a record of incidents where parents/carers do not collect a student or where there are repeated incidents. If any concerns about the student's safety and welfare result, these will be dealt with in accordance with the College's Safeguarding Policy and the Staff Code of Conduct.

### **This policy should be displayed in:**

S:\ SGW Policy_and_Procedure_Index	Firefly

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Policy owner: DEPUTY HEAD PASTORAL

Next review: 9.03.2020