

Date of issue:	January 2017
Renewal date:	January 2018
Individual(s) responsible:	Liz Atwell, Deputy Head/ Mark Hudson, Head Teacher

## Missing Student on site Policy

If a student appears to be missing *while s/he should be on school grounds*, (and toilets and areas where the student may be having been checked) the class teacher will immediately check with the office to see if the student has been sent home/signed out. If this is not the case and the student genuinely is missing, office staff will immediately notify the deputy head and the site manager. The senior member present of the leadership team will take overall responsibility for the further actions listed below.

- If none of the above staff know where the student is, the SMT member will give staff specific areas of the school to check for the missing student, including speaking to students and staff.
- The register will be checked to ensure that no other student has gone astray
- Doors and gates will be checked to see if there has been a breach of security whereby a student could wander out. CCTV of exits can be checked to verify.
- After a diligent search of all potential areas within and immediately outside of school (including Brentford Leisure Centre). If the student is not found at this point the parents will be contacted to check if the student is with them and if there may be any reason the student may be hiding, and finally to let them know their child is missing. A contact number will be confirmed at this point with the parent and they will be told that the authorities will be notified with a description of the student
- The SMT member involved and other senior staff as appropriate will liaise with the police and other authorities as required. They will also liaise with the parents as directed by the police.

### Student Missing when Off-Site at a Venue

If a student appears to be missing when off-site, a register will immediately be called by the person in charge of the group with eye contact replies.

- If the student is still missing, members of staff from the venue will be notified, by the person in charge of the group with the name and a description of the student to help search for him/her. It will also be requested at this time that all exits, including fire exits, from the venue are monitored.
- The areas just visited will be re-checked by an adult, nominated by the person in charge from the school group.
- If the student is not found within ten minutes, the School office will be notified by the person in charge of the group and the office will tell a member of SMT. A contact mobile number will be confirmed and the time will be noted by the office staff.
- If after a full search of the venue, the student is not found, the local police will be informed with the name and a description of the student. **Parents will be contacted by the SMT member at this time**, giving the following information: time the student went missing, the

place, what is being done and by who. A parent contact number will also be taken at this time.

- Contact will be made with school at regular intervals (at least every 30 minutes).
- If none of these actions finds the missing student, and the police have not arrived, the police will be re-contacted and asked to take charge. The school will be notified of this action and the SMT member will nominate a contact person for the police at the school.

#### **Student Missing when Off-Site at an outdoor venue**

- If the student is found missing when a group is 'outside' e.g. in the Park, walking from place to place etc, a register will immediately be called by the person in charge of the group with eye contact replies.
- If the student is still missing, the surrounding area will be checked quickly by one adult on the trip calling out to the student for a response.
- If the student is still not found immediately the School office will be notified by the group leader and the office will tell a member of SMT. A contact mobile number will be confirmed and the time will be noted by the office staff.
- If, after quickly and fully re-searching the area the student is not found, the group leader will ask the School Office to make appropriate telephone calls to for example: the local police (Tel 999) School 020 8948 5999), and the coach company (depending on where the group is). The name and a description of the student will be given with time and place the student went missing.
- Parents will be contacted by the SMT member at this time, giving the following information: time the student went missing, the place, what is being done and by who. A parent contact number will also be taken at this time.
- The SMT member will speak with the group leader and decide what action will take place with the rest of the group.
- The person in charge will meet with the police at the place where the student appeared to be missing and ask the police to take charge. The school will be notified of this action and the SMT member will nominate a contact person for the police at the school.
- The remaining students will be escorted by to school and the group leader will remain at the venue

n.b. Specific procedures for missing students when at residential / overseas venues are in the EVO Policy.

### **Investigation following a Missing Student**

Following a missing student incident, a thorough investigation will occur lead by the Head along with Directors of LPS

- The Head will carry out a full investigation taking written statements from all staff present at the time, or who were on an outing.
- The key person/ staff member writes an incident report detailing:
  - the date and time of the report
  - what staff/ students were in the group or outing
  - when the student was last seen in the group/ outing
  - what has taken place in the group/outing since then; and
  - the time it is estimated that the student went missing
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation all staff will co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Social Services may be involved if it seems likely that there is a child protection issue to address.
- The incident is reported under RIDDOR agreements and is recorded in the incident book; the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.