



Eaton Square  
Senior School

## **Children Missing in Education Policy**

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Authorised by: Caroline Townshend (Head)

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## **Introduction**

This procedure applies to staff (including volunteers), students and parents at Eaton Square Senior School. The procedures may be adapted as necessary.

This Policy should be read in conjunction with the following Policies:

1. Safeguarding and Child Protection Policy
2. Attendance Policy

Publication: This procedure is published to all staff and is available to parents and students via the school website. This procedure can be made available in large print or another accessible format if required.

## **Aims**

Through these procedures we aim to:

1. protect the health and safety of students at the School;
2. ensure that School staff know how to respond if a student goes missing.

## **Responsibility**

The Governors delegate appropriate responsibilities for the day-to-day management of the School to the Head. In practice, all members of staff contribute to the safety of students at the School by providing appropriate supervision in accordance with the directions of the Head and Senior Leadership Team. Schools are under a general duty to supervise students to the standard of a prudent or careful parent. Any member of staff who notices a student is missing or sees a student in a place where the student should not be, has a duty to inform the Deputy Head Pastoral or the Head of Section without delay.

## **Procedure for a Student missing during the day**

All students should be registered on iSAMS in morning and afternoon registration and for every lesson during the day. If a teacher or other member of staff notes that a student is missing from class/sport practice/ other activity and is not marked absent on iSAMS, they should contact the Form Tutor or the Head of Section, without delay.

The Senior member of staff or Tutor will then:

1. Check iSAMS to see if the student was marked present in the previous lesson.
2. Check the student's timetable for that day.
3. Check with Reception to see if the student has signed out for an authorised appointment.
4. Contact the School counsellor. Check the location where the student was previously if not in class e.g. Arts rooms, Music and Drama Room, library, Common room, Study area.

If the student cannot be found following the above investigation, the Form Tutor or the Head of Section will notify the Deputy Head Pastoral or in their absence, the Head. An initial search will be made using assistance from the school administrative staff as available or required. The Head will be kept informed by the Deputy Head Pastoral.

As part of the initial search process, friends and classmates of the student will be asked if they have any knowledge of the missing student's whereabouts.

If the student is found on site or in the vicinity, the school staff will make a concerted effort to persuade the student to return to the School. If the student then refuses to do so, staff members will attempt to continue to monitor the student's whereabouts. Staff should contact the parents in such circumstances.

If the student is not found after the initial search, the Head of Section will contact the student's parents at this point and the situation must be reported to the Head along with the relevant details. All decisions on contacting parents should be made by the Head or Deputy Head Pastoral.

If the initial search is unsuccessful, the Deputy Head Pastoral will contact the police after consultation with the parents (where appropriate) and provide the police with the information listed below, as well as any other information reasonably requested by the police.

### **Information to be provided to the Police**

Should the School need to contact the Police, the following information should be provided:

1. the student's name
2. the student's age
3. an up-to-date photograph if possible
4. the student's height, physical description and any physical peculiarities
5. any disability, learning difficulty or special educational needs that the student may have
6. the student's home address and telephone number
7. a description of the clothing the student is thought to be wearing
8. any relevant comments made by the student about their intentions

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

### **Review**

This policy shall be reviewed every two years by the Deputy Head Pastoral and updated as necessary. In undertaking the review, account will be taken of any incidents in the Missing Student Incident File 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.

### **Missing Student Incident Record**

The School must keep a full written record of any incident of a missing student, including:

1. the student's name
2. relevant dates and times (e.g. when it was first noticed that the student was missing)
3. the action taken to find the student
4. whether the Police or other local authorities were involved
5. outcome or resolution of the incident
6. any reasons given by the student for being missing
7. any concerns or complaints about the handling of the incident
8. a record of the staff involved.

A full written record of the incident will be kept on the student's file.

### **Procedure for student missing on repeated occasions**

The School must inform the Local Authority of any student who fails to attend regularly. The School cannot authorise absences and any students who are absent as a result of illness need a sick note after 48hrs or their absence will be deemed an unauthorised absence. Any unavoidable reasons for absence needs to be requested in writing from the Deputy Head Pastoral.

All instances of a student failing to attend regularly or unauthorised absence on any day should immediately be reported to the Deputy Head Pastoral, who takes the appropriate action.