

## Missing Child Policy

### Guiding Principles

The safety and welfare of all of our students at The Stephen Perse Foundation (the **Foundation**) is our highest priority. The Foundation will follow the procedures laid down by our own Local Authority (**LA**) (which is Cambridgeshire for all schools in the Foundation apart from Dame Bradbury's where Essex is the LA) together with the guidance contained in [Keeping Children Safe in Education 2019 \(KCSIE 2019\)](#).

This Missing Child Policy applies to all of the schools of the Foundation. It is applicable to all students including those students in the Early Years Foundation Stage (**EYFS**).

### Pupil Supervision

Our Supervision of Pupils Policy, Expeditions Policy and Security and CCTV Policy collectively cover:

- The arrangements for children arriving at school and leaving the premises at the end of the day.
- The arrangements for supervising the children whilst they are in school.
- The arrangements for registering the children in both the morning and afternoon. We take a register of students at the beginning of the morning and afternoon sessions. Parents are responsible for notifying the school if their child is absent for any reason via phone or email to the relevant school office or email to [studentabsence@stephenperse.com](mailto:studentabsence@stephenperse.com). The school will always contact the parent if the child fails to arrive at school without an explanation.
- The physical security measures which prevent unsupervised access to, or exit from, the building.
- The supervision of the playground.
- The enhanced supervisory arrangements for outings involving our youngest children are very clear and we have strict ratios to enable safe off site experiences to occur.

Please refer to the Foundation's Supervision Policy for further information.

We review these procedures regularly (at least once a year) in order to satisfy ourselves that they are robust and effective. All new staff receive a thorough induction into the importance of effective supervision of very young children and read Part 1 and Annex A of KCSIE 2019.

### Students going missing in school, including before and after compulsory hours in school

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:

1. Take a register in order to ensure that all the other students in that class or activity are present.
2. Check with Office Staff who will check the InVentry system, where appropriate.

3. 1-11: Check the first aid room and toilets. Contact staff who might previously have taught the student that day.  
11-18+: Contact staff who might previously taught or tutored the student that day, contact the Pastoral Leader (Tutor for students of CCSS), check all lists of trips out of school.  
Boarders: check the boarding house (other student rooms, bathrooms and common areas).
4. Inform the relevant Head of School, the senior member of staff on duty, and the Head of Boarding if the student boards.
5. Ask adults and students in most recent or neighbouring classes calmly if they can tell us when they last remember seeing the student. A 'Missing' notice will be distributed via email, with the name of the student, and the date and time of the first notified absence.
6. Call the student's mobile if the number is available.
7. Occupy all of the other students in their classroom(s) with a relevant activity supervised by a qualified member of staff.
8. At the same time, arrange for one or more adults to search obvious areas within the school, both inside and out, carefully checking all spaces, cupboards, washrooms etc. where a student might hide.
9. Check the doors, gates and, where relevant, CCTV for signs of entry/exit.

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

10. Inform the Head of the School they are still missing; who would inform the Vice Principal and the Designated Safeguarding Lead (**DSL**) or, in their absence, any one of the Deputy Designated Safeguarding Leads (**DDSLs**) within the Foundation.
11. The Head of School would ring the student's parents or other named emergency contact and explain what has happened, and what steps have been set in motion. The parents would be asked to come to the school at once. 11-18+: The parents can be asked for the student's telephone number for the school to contact the student directly or for confirmation that the parents will contact the student directly.
12. Advise all teachers who are due to teach the student later that day that they must immediately inform the office if the student appears.
13. The Head of the School would arrange for staff to search the rest of the school premises and grounds and for a search of local roads to be initiated, if appropriate.
14. If the student's home is within walking distance, a member of staff would set out on foot to attempt to catch up with him/her.
15. The DSL/Head of the School would, at their discretion, in consultation with the parents where possible (usually not later than two hours of a search commencing) arrange for the police and Children's Social Care to be informed. The Foundation would co-operate fully with any Police investigation and any safeguarding investigation by the Local Authority.
16. Inform the Principal and the Principal will decide at what point it is appropriate to inform the Chair of Governors.
17. The Foundation's insurers would be informed.
18. During the course of the investigation into the missing student, the Foundation would decide what information should be given to other parents, staff and other students and how press enquiries are to be dealt with.

For students who board, please also refer to the relevant section below for boarding students.

If the student in question is known to be at higher risk, due to individual circumstances, parents will be informed sooner. Staff will continue the search in the areas surrounding the school premises and the Head of Senior School/Pastoral Leader will inform the Vice Principal.

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.

#### **Students going missing in school hours when off site**

1. An immediate register would be carried out in order to ensure that all the other students in the visit are present.
2. An adult would search the immediate vicinity while the other students remain in a secure location and in the care of the remaining supervisor(s).
3. Inform the relevant Head of School (Senior Leadership Team (**SLT**) contact), the Head of Boarding, where applicable, the Vice Principal and the Foundation's DSL/school's DDSL, using a mobile phone.
4. Following discussion with the SLT contact, the Foundation's DSL/school's DDSL safeguarding lead and the Group Leader would decide whether the remaining students should stay in the secure location or be taken back to school.
5. Ask adults and students calmly if they can tell us when they remember seeing the student.
6. Call the student's mobile if the number is available.
7. Ask the Head of School to ring the student's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the venue or the school, as appropriate, at once.
8. If possible and appropriate, contact the venue manager and arrange a search.
9. The DSL/Head of the School would at their discretion, in consultation with the parents where possible (usually not later than two hours of a search commencing) arrange for the police and Children's Social Care to be informed. The Foundation would co-operate fully with any Police investigation and any safeguarding investigation by the Local Authority.
10. Inform the Principal and the Principal would decide at what point it is appropriate to inform the Chair of Governors.
11. The Foundation's insurers would be informed.
12. During the course of the investigation into the missing student, the Foundation would decide what information should be given to other parents, staff and other students and how press enquiries are to be dealt with.

#### **Boarding students**

##### **Absence during lesson-time**

Teaching staff register attendance at class and promote prompt attendance to lessons. Student timetables are outside all student rooms in the boarding house and boarding house staff ensure that students who do not have a lesson are either in their rooms or their whereabouts is known. House

staff have a very good relationship with the students in their houses and are aware of which students need to be monitored carefully during their free lessons.

The standard procedures for registration as applicable to 11-18+ are detailed above.

### **Absence from boarding houses**

Students are unable to enter or leave the boarding houses between the last welfare check in the evening and the first welfare check in the morning due to restrictions on ID cards.

Welfare checks take place as follows:

- Monday to Friday – 7.30 a.m.
- Saturday and Sunday – 9.30 a.m.
- Monday to Friday during college hours house staff will check the houses regularly to see if students are in house/lessons.
- Every day – house staff welfare check at 6 p.m. If students are not in house they are phoned.
- Saturday and Sunday - house staff check student plans throughout the day and conduct a welfare check at 12 noon.
- Monday to Thursday - boarding students have study in their rooms from 7 p.m. to 9 p.m. and are checked by boarding house staff.
- Sunday to Thursday – 10.00 p.m. curfew
- Friday and Saturday – 11.00 p.m. curfew

Procedure if a student is not checked/seen during the welfare checks:

- Boarding house staff to check the boarding house (other student rooms, bathrooms and common areas), phone the student's mobile and check with other students.
- If the student is not found in the boarding house, staff phone the Head of Boarding who would assess the situation.
- If concerns continue the Head of Boarding or the Vice Principal would contact the police for advice.

Procedure if a student does not arrive back for curfew:

- Boarding house staff phone the student's mobile and check with other students;
- If the student is not back 30 minutes after curfew, boarding house staff would phone the Head of Boarding.
- If the student has still not returned an hour after curfew, boarding house staff would phone the Head of Boarding who will reassess the situation and make contact with parents/guardian.
- The police would be contacted at this stage if there is still no news.

Standard weekend procedures

- All students need guardian/parental permission to go away (Friday to Sunday). An online exeat form must be completed by the student by 9.00 p.m. on the Wednesday before the weekend.
- Parents/Guardians must confirm they are happy with the weekend arrangements and provide the address of where the student is going and the name of the responsible adult by

7.00 p.m. on the Thursday before the weekend.

- Students should not leave the country unless they have express permission (for example, for family events etc).

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

#### **When the child is found**

1. Talk to, take care of and, if necessary, comfort the student.
2. Speak to the other students to ensure they understand why they should not leave the premises/separate from a group on an outing.
3. The Head of School will speak to the parents to discuss events and give an account of the incident (having discussed this beforehand with the LADO if necessary).
4. The Head of School will promise a full investigation (if appropriate involving the MASH).
5. Media queries should be referred to the Marketing team in consultation with the Vice Principal (after discussion with the LADO if appropriate).
6. The investigation should involve all concerned providing written statements.
7. The report should be detailed covering: time, place, numbers of staff and children, when the student was last seen, what appeared to have happened, the purpose of the outing, the length of time that the child was missing and how they appeared to have gone missing, as well as lessons for the future.

#### **Related Policies**

- Expeditions Policy and Procedures
- Induction Policy
- Safeguarding and Child Protection Policy
- Staff Code of Conduct
- Children Missing in Education Policy
- Non-collection of Child Policy
- Supervision Policy and Procedures

**Reviewed:** November 2019

**Version Control**

Date of adoption of this policy	14 November 2019
Date of last review of this policy	7 November 2019
Date for next review of this policy	Autumn Term 2020
Policy owner	Head of A Level
Authorised by	Vice Principal and Heads of Schools