



Missing Student Policy

1 Policy statement

1.1 **Policy aims:** Through the operation of this policy we aim to:

- 1.1.1 Protect the safeguarding of students at the College;
- 1.1.2 Ensure that College staff know how to respond if a student goes missing.

1.2 **Scope:** This policy:

- 1.2.1 Applies to staff (including volunteers), students and homestay providers;
- 1.2.2 Should be read with the Safeguarding and Child Protection Policy, Procedures and Guidance; and
- 1.2.3 is a mandatory requirement of Keeping Children Safe in Education (Department for Education (DfE)).

1.3 The procedures in this policy may be adapted as necessary. The Principal has a wide discretion in relation to the procedures in this policy. Reference to the Principal in this policy includes anyone to whom the responsibilities of the Principal have been delegated.

2 Responsibility

2.1 In practice, all members of staff contribute to the safety of students at the College by providing appropriate supervision in accordance with the directions of the Principal and Senior Management Team. Any member of staff who is unable to locate a student and is concerned for their welfare or sees a student in a place where the student should not be should first take the following actions:

- Check Emily and student ILP to ensure the student is not legitimately absent
- If the student has a mobile telephone number, try to make contact. Contact details are available on the Emily system and will also be included as part of any trip paperwork if applicable.
- Check with parent/guardian/homestay provider/friends as applicable to see if location is known.
- Check in classrooms and common areas and ask other students for information (if during College hours)

2.2 If the student can still not be located then staff should contact the DSL or a DDSL immediately. For international students, a call should also be made to the 24-hour emergency phone line (07970 069822).

2.3 If the student cannot be found following the above investigation, the DSL/DDSLS/International Office should:

- inform the Principal
- instigate a search of the of College buildings (if during College hours)

2.4 If the student is found on site or in the vicinity, the College staff should make a concerted effort to persuade the student to return to the College. If the student refuses to do so, staff members at the scene will attempt to continue to monitor the student's whereabouts. The DSL/DDSLS/International Office will consider contacting the parents in such circumstances to inform them of the situation.

2.5 If the student is not found after an initial search, the DSL/DDSLS/International Office will telephone the student's parent or guardian and report the situation and to ask the parents', guardian's or homestay provider's advice on possible places the student may have gone.

2.6 The DSL/DDSLS/International Office may also contact the police in such circumstances and take advice from them in accordance with the procedure set out in section 4 of this policy.

2.7 A decision will be taken in accordance with the College's Safeguarding Learners Child and Vulnerable Adult Protection Policy as to whether the College should also contact children's social care in line with local procedures.

3 Procedure for students missing during a College trip or during a journey

3.1 If a student is missing from a College trip or has not arrived following a College journey, the member of staff in charge should:

- attempt to contact the student
- 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 venue or the people that the student had visited, if applicable.

3.2 If the student is not found, the member of staff in charge should immediately inform the emergency contact for the trip, as detailed on the trip paperwork. The emergency contact will then determine the next course of action in conjunction with the DSL/DDSL/International Manager, including contacting the student's parents, hospitals and the Police.

4 Information to be provided to the Police

4.1 When a student is missing and the police have to be informed, this can be done either by using the non-emergency number (101) or if the circumstances warrant, using 999.

The following information is required by the police when reporting a missing student:

- Full name and any nickname
- Date of Birth
- Description – including any distinguishing features
- What they were wearing and carrying with them when last seen
- Student's mobile phone number
- Time when last seen
- Photograph (which can be obtained from EMILY and emailed as appropriate)
- Home address, parents' names and telephone numbers
- Homestay provider's address, name and telephone numbers

4.2 It is also useful to have considered the following questions when phoning the police:

- Has anything gone missing from their personal belongings?
- Any suspicions or indications as to where they might have gone?
- Any relevant information which might point to why and/or where they have gone?

5 Missing student incident record

5.1 The College must keep a full written record on EMILY in the contact log, and complete an internal safeguarding referral form, of any incident of a missing student including:

- relevant dates and times (e.g. when it was first noticed that the student was missing)
- the action taken to find the student
- whether the Police or children's social care were involved
- outcome or resolution of the incident
- any reasons given by the student for being missing
- any concerns or complaints about the handling of the incident
- a record of the staff involved

5.2 For international students, a full written record of the incident will be kept on the student's e-file.

6 Review

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