



Sidcot  
Live Adventurously

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**Missing Child Procedures – Senior School**

**Policy Number: 1.2**

**Date: 6 October 2018**

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## 1. Introduction

1.1 The Governing Body and Senior Leadership and Management Teams of Sidcot School fully recognise their responsibilities to safeguard and protect the children in their care. Safeguarding is everyone's responsibility.

This policy sets out the procedure when a student has been discovered to be missing in the Senior School.

## 2. Scope

2.1 This policy applies to the Senior School. A separate policy applies to the Junior School.

2.2 This policy is available on the School website, on the intranet and upon request in hard copy form free of charge. It may be made available in hard copy form upon request.

## 3. Procedure

3.1 Procedure for a student missing during the day

### ***Immediately:***

On finding that a student is missing, the staff responsible should:

- Check signing out book and with reception;
- Inform the Student's Head of Year and tutor;
- Contact staff in charge of last activity/lesson;
- Ask the Student's friends for any information they may have on the Student's whereabouts;
- Attempt to contact the Student using his / her mobile phone if number known;

If the Missing Student is not located following the above process:

- Search the buildings and school grounds using search party of office holders/senior students;

3.2 After ½ hour (whether the above searches and actions are complete or not):

- Inform the Head's PA/Reception who will alert the member of SMT on duty (per the rota on Firefly which also details mobile phone number) and if not available, the Deputy Head.

3.3 After 1 hour (or earlier if deemed appropriate):

- Inform the Deputy Head and Headmaster if available.
- The member of SMT on duty should ring the police and inform parents / guardians.

3.4 After 2 hours (or earlier if deemed appropriate):

- The Headmaster, Deputy Head or member of SMT on Duty should inform the Chair of Governors or his deputy that a student is missing.

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### **3.5 Procedure for a boarder missing after school hours or during the night**

#### ***Immediately:***

On finding that a student is missing, the staff responsible should:

- Check with other boarders (if awake) and ask them if they have any knowledge of the missing boarder's whereabouts;
- Attempt to contact the Student using his / her mobile phone;
- Conduct an initial search of the House and immediate surroundings of the House using available staff and senior students.

3.6 After ½ hour (whether the above searches and actions are complete or not):

- Contact the Member of SMT on duty to inform them that the boarder is missing – the rota and emergency contacts are available on the rota on Firefly;
- Contact other available members of staff and office holders on site to conduct an initial search of the School site.

3.7 After 1 hour (or earlier if deemed appropriate):

- Where appropriate, contact the parents to inform them that the Student is missing. If the student's parents are abroad, this step may need to be delayed. All decisions on contact with parents should be made by the member of SMT on duty, as appropriate. The Headmaster and Deputy Head shall be informed if available;
- The member of SMT on duty, Deputy Head or Headmaster shall contact the Police after consultation with the parents (where appropriate).

### **4. Procedure for a Student missing during or following a journey**

If a student is missing from a journey or has not arrived at the School following a journey, the member of staff in charge will:

- 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 visited, if applicable; and contact hospitals and the Police.

### **5. When the Student is found, or the incident is otherwise resolved**

The Headmaster, parents/guardian, Deputy Head, SMT on Duty and any other members of staff involved in the search shall be informed.

- The Police will be informed, if they have been involved.
- The Governors will be informed, if they have been involved and / or the incident was concerning from a child protection perspective.

### **6. Follow up on return of boarder / day student to school**

- The House master / mistress (in respect of a boarding student) or the Head of Year (day student) or a member of staff chosen by the Student, will speak sensitively with the Student and decide on support and/or counselling. The Health Centre shall be notified if necessary.

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- The Headmaster and Deputy Head to be kept informed of student welfare on their return.
  - Follow up meeting with HM or Head of Year, Deputy Head to review student progress.
  - A full report of the incident should be placed on the Student's file.

## **7. Safeguarding and Child Protection matters**

A child going missing from an education setting is a potential indicator of abuse or neglect. Staff should follow safeguarding procedures in cases where children go missing and there is a concern, particularly when children go missing on repeat occasions. They should act to identify any risk of abuse and neglect, including sexual abuse, risk of being drawn into terrorism, or sexual exploitation.

The procedures for notifying the Local Authority where appropriate, are outlined in the child protection and safeguarding policy.

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

8.1 When the School contacts the Police during the day or night, the following information should be provided:

- The Student's name
- The Student's age
- An up to date photograph if possible
- The Student's height and physical description
- Any disability, learning difficulty or special educational needs that the Student may have
- The Student's home address and telephone number and details of his/her parents/guardians
- A description of the clothing the Student is thought to be wearing.

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

## **9. Policy Review**

This policy will be reviewed annually by the Deputy Head, and the Board of Governors at Annual Safeguarding Review or sooner if legislation or guidance dictates, and whenever a student has been missing for more than one hour or when concerns for his/her welfare have been raised.

## **10. Related Policies**

- 1.1 Critical Incident Management Policy.
- 1.2a Missing Child – Junior School Policy
- 1.4 Uncollected Child – Junior School Policy
- 2.1 Safeguarding and Child Protection Policy

## **11. Relevant Regulation and Guidance**

- Keeping Children Safe in Education, DfE, September 2018
- The ISI Handbook for the Inspection of Schools – Commentary on the Regulations September 2018
- The Prevent Duty – Advice for Schools – June 2015

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## 12. Document Change History

Date of change	Detail significant changes and any new legislation / guidance taken into account
18.06.2016 – adoption by the Board	Revision of procedures to reflect that SMT member of duty may be the most appropriate contact when a child is missing. Reference to Prevent Duty
08.10.2016	Reviewed and adopted by Board. References updated.
07.10.2017	Reviewed and adopted by Board. References updated.
06.10.2018	Reviewed and adopted by Board in accordance with revised Keeping Children Safe in Education Guidance.