MISSING STUDENT POLICY

The purpose of this policy is to offer guidance to all staff regarding the procedure they should follow if a student goes missing from education, particularly on repeat occasions, or whilst under the College's care.

This policy should be read in conjunction with:
Section 5.9 Attendance Policy and Procedures
Section 6.1 Educational Visits Policy
Section 7.1 Health & Safety Policy
Section 9.1 Child Protection and Safeguarding Policy

INTRODUCTION

The well-being and safety of our students is our paramount responsibility. Every adult who works at Salesian College is trained to appreciate that he or she has a key responsibility for helping to keep students safe at all times. Our staffing ratios are generous and are designed to ensure that every student is supervised, in ways appropriate to the age of the student, throughout the time when the student is in our care. The College's procedures for unauthorised absence and for dealing with children who go missing from education are also designed to safeguard the safety and well-being of children in our care.

At Salesian College all new staff receive a thorough induction into the importance of effective supervision of students. This is managed through a series of Induction training events delivered by the College to all new staff joining

POLICY STATEMENT

This policy applies to all staff (including volunteers), students and parents at the College. This policy can be read in conjunction with the *Child Protection and Safeguarding Policy*. This policy is a mandatory requirement of *Keeping Children Safe in Education* (Department for Education (DfE)), September 2025 which the College provides training for annually.

RESPONSIBILITY

The Governors delegate appropriate responsibilities for the day-to-day management of the College to the Headmaster. In practice, all members of staff contribute to the safety and well-being of students at the College by providing appropriate supervision in accordance with the directions of the Head and Senior Leadership Team (SLT). All Colleges 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, must take suitable immediate action to reduce the risk and also inform the relevant Head of Year or Department, or College Office, without delay. Staff members also follow the College's procedure for dealing with children who are absent from college, particularly on repeat occasions.

STUDENT MISSING WITHIN COLLEGE

A student may be identified as missing within the College Day (8:40 am – 3:50 pm) or outside the College Day (8.10am to 8.40 am and 3.50am – 5.00 pm or during an extra-curricular activity):

- After an absence at morning registration is not confirmed via contact with home by the College Office's staff.
- By comparing students in a class with the day's absence sheet.
- Absence from afternoon registration.
- By a report of a missing student by a fellow student.
- By a student not attending an expected after College club or activity.

Any member of staff discovering a discrepancy must immediately notify the College Office who will:

- Contact and make the necessary checks with the tutor/teacher to assess whether the absence is expected and the reception staff to check for any known medical emergency. The College Office will also check all the lists of trips out of college as well as the signing out books at the College Office.

If the student is still found to be missing, the College Office will immediately:

- Inform the Deputy Head or other SLT members, who will initiate and oversee a search of the site.
- The member of SLT will coordinate and make the necessary search over the College grounds.
- Send an email alert containing high priority and a picture of the student
- Advise all teachers due to teach the student later that day that they must immediately inform the College Office if the student appears.

If the search of the site fails:

- The Head and parents will be informed, and in some cases a search of local roads will be made on foot, by car or by available staff as appropriate.
- On completion of this and any subsequent searches made over the day parents will continue to be informed of progress.
- In discussion with parents the Head will arrange for the Police to be informed.

If the student is found, or the incident is otherwise resolved:

- The Head and parents will be directly informed by the College Office or member of SLT.
- The Police will be informed if they have been involved.
- The Head will initiate a full enquiry and provide a written report. This report and the incident will be kept on the student's file.

STUDENT MISSING ON AN EDUCATIONAL VISIT

- An immediate roll call may be carried out to ensure that all other students are present.
- The remaining students will gather in a supervised designated place.
- An appointed teacher (not the Trip Leader or First Aider) will search the immediate vicinity. The venue manager will also be alerted, where applicable.
- If the student is not found in a reasonable amount of time, then the DHP/EVC or nominated SLT emergency contact will be informed by the mobile phone provided.
- If necessary, the procedures detailed in the Emergency Plan should be followed.

- A full report will be made by the Trip Leader and submitted to the Head and Designated Safeguarding Lead/EVC. The report will state the reasons for the disappearance and the manner in which the College responded.

Actions to be Followed by Staff Once the Student is Found

- Talk to, take care of and, if necessary, comfort the student.
- Speak to the other students to ensure they understand why they should not leave the premises/separate from a group on an outing.
- The Head will speak to the parents to discuss events and give an account of the incident.
- Media queries should be referred to the Head (after discussion with the Local Authority Designated Officer (LADO) if appropriate).
- The investigation should involve all concerned providing written statements.
- The report should be detailed covering: time, place, numbers of staff and students, when the student was last seen, what appeared to have happened, [the purpose of the outing], the length of time that the student was missing and how they appeared to have gone missing, as well as lessons for the future.

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

Action to be Followed by Staff if a Student Fails to Attend First Day of College

- All new students are placed on the College's admission register at the beginning of the first day on which the College has agreed that the student will attend the College.
- If a child fails to attend on the agreed date, staff must inform the Head/Designated Safeguarding Lead without delay.
- The College will attempt to contact the parents of the student concerned and if no contact can be made, will consider notifying the local authority at the earliest opportunity.
- Where there are changes affecting the child (including a change of address or College), these will be reflected in the admission register. This will assist the College and external agencies when making enquiries to locate any missing children.

STUDENT MISSING FROM COLLEGE

The College monitors attendance closely and will take action to address poor or irregular attendance.
A child going missing from college is a potential indicator of abuse or neglect. Staff must follow the College's procedures for dealing with children who go missing, particularly on repeat occasions.
College attendance records are monitored to identify any trends. All unexplained absences are followed up by the College Office and parents are expected to provide formal explanations (either in writing or via an e-form) for their son/daughter's absence.

The College will inform the local authority of any student who fails to attend College regularly, or has been absent without the College's permission for a continuous period of 10 College days or more without permission. Where a student has been continuously absent without authorisation for a period of not less than 20 College days (and there are no reasonable grounds to believe the student is unwell or unable to attend because of any unavoidable cause), and the College and local authority have failed, following reasonable enquiry, to ascertain where the student is, the College may delete the student's name from the admission register. The College will inform the local authority of such deletion no later than the time at which the student's name is deleted from the register. This will assist the local authority to:

- Fulfil its duty to identify children of compulsory College age who are missing from education
- Follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse, neglect or radicalisation

STATUTORY DUTY

The College also recognises its wider reporting duties following deletions from the admissions register, in accordance with the Education (Student Registration) (England) Regulations 2006, to help identify children who are missing education and/or otherwise at risk of harm.

- All schools have a duty must inform their local authority of any student who is going to be deleted from the admission register where they:
  - Have been taken out of college by their parents and are being educated outside the College system e.g. home education;
  - Have ceased to attend College and no longer live within reasonable distance of the College at which they are registered;
  - Have been certified by the College medical officer (or appropriate staff member in liaison with professionals) as unlikely to be in a fit state of health to attend College before ceasing to be of compulsory College age, and neither he/she nor his/her parent has indicated the intention to continue to attend the College after ceasing to be of compulsory College age;
  - Are in custody for a period of more than four months due to a final court order and the College does not reasonably believe they will be returning to the College at the end of that period; or,
  - Have been permanently excluded.

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