



Kensington Park
S C H O O L

Part of the



MISSING STUDENT POLICY

This policy details the procedure required to attempt to locate the whereabouts of any students who School staff deem to be missing. It is clearly of the utmost importance that these procedures are followed rapidly once a student is identified as missing.

This Policy is governed by the following:

- *Keeping Children Safe in Education* (September 2021)
- Boarding schools: national minimum standards (DfE, March 2015)

Policy links: *Health and Safety Policy, Child Protection & Safeguarding Policy, First Aid Policy, Attendance & Lateness Policy.*

1. AIMS AND OBJECTIVES

The Policy aims to:

- Protect the health and safety of all students at the School
- Ensure that School staff know how to respond if a student goes missing
- Highlight the steps required should a student with a 'Student Visa' go missing

2. ROLES AND RESPONSIBILITIES

Responsibilities of all staff:

- It is the duty of any member of staff who notices a student is missing or sees a student in a place where the student should not be to inform the appropriate member of staff, as specified in the procedure section.

Responsibilities of the Head of Sixth Form, Head of Lower School or Head of Boarding

- Head of Sixth Form, Head of Lower School or Head of Boarding will lead the Missing Student Process alongside the appropriate Head of Year as necessary.

Responsibilities of the Students:

- Inform the School, via their Tutor, of their mobile phone numbers and any subsequent changes

3. MONITOR AND REVIEW

This policy will be reviewed annually and at other times in the intervening period as necessary.

4. MISSING STUDENT PROCEDURES

a) Missing Day Students

A member of staff may suspect a student is missing for various reasons, for example; failure to meet the criteria detailed in the attendance policy, failure to return to school after an exeat or a comment from another student.

- Contact the Reception and Head of Sixth Form/ Head of Lower School/Head of Boarding immediately
- Use the register to check and establish which student is missing
- Complete an initial search which may include all, or some of, the following checks:
 - Members of staff will be directed to check grounds and rooms to ensure the student has not hidden or been accidentally locked in/out anywhere on site, including the toilets
 - One appointed member of staff should leave the site to look around the immediate locality
 - Other parts of the campus and sites are to be contacted to check the student has not joined another group after an activity or outing if appropriate
 - The CCTV will be checked
 - Student records checked on CPOMS
- If the initial search does not locate the student, then Reception/ a member of staff should contact all members of staff still on site who search their departments.
- In certain cases then staff should seek to contact the student's friends to ascertain whether there is any knowledge of the student's whereabouts.
- If the student remains missing, then the following procedure should be followed:

- Head of Sixth Form/ Head of Lower School/Head of Boarding will make every attempt to contact parents (messages must be left on parents' answer phones at home and at work if there is no answer).
- Police advice sought in situations where the absence is unusual or inexplicable.
- Review the School CCTV
- Student records checked on CPOMS
- Attempt to establish whether student may have used public transport.

b) Missing Boarding Students

If a Boarding student is missing during the School day then the first step is to follow the procedures for Missing Day Students detailed above. The additional step is to ensure that the student is not at Boarding and therefore to check with the Boarding House.

Procedures for students who are missing during 'boarding time', or when they should be in the Boarding house during the day are as follows:

- Any student absent for registration is considered "Missing" until their whereabouts are determined. The duty staff member should follow the below procedure to locate the missing student;
 - Attempt to make contact with student via phone and/or Teams'
 - Check student's location on Orah
 - Check Orah activity log for any nurse/medical reports
 - Check student's room
 - Contact student's friends/roommates
- If no contact has been made with a student at this point then the duty staff should inform appropriate senior staff. If the student is not located within the hour the senior staff member will follow the below steps:
 - Contact student's parent/guardian
 - Inform the Headmaster/SLT
 - Inform the police
 - Once the police are involved, PBH will follow the their directions
 - Once the student is located the senior staff member should inform the student's parent/guardian and the Headmaster/SLT

5. PROCEDURE IF A STUDENT IS FOUND TO BE MISSING WHILST ON A TRIP OR OUTING

If a student is found to be missing while on a trip or an outing, then the member of staff supervising must contact:

- Head of Sixth Form/ Head of Lower School/Head of Boarding immediately
- The rest of the group should be kept together and the register re-checked
- The trip leader will organise the other members of staff present to look in the area for the student and ensure all other students are fully supervised and in ratio
- If the Student is still missing after a full search of the area Head of Sixth Form/ Head of Lower School will contact the police and the parents.
- If the outing is an overseas trip the British Embassy or Consulate should also be contacted.

6. ASSESSING THE RISK

When assessing the timelines and appropriate actions of the above procedure a number of contextual factors should be taken into account:

- Possible threat factors: Time of day, time possibly missing, darkness, weather conditions, known local concerns;
- Individual student circumstances: age, judgement, known personal, pastoral or disciplinary issues, mood and/or communications prior to going missing, previous instances of going missing;
- Any parental indication of concern;
- In the case of a student about whom there are pre-existing welfare concerns then the time-frame must be compressed.

7. WHEN THE STUDENT HAS BEEN FOUND

The action required when a student has been located will be dependent on the situation.

If the student is in the care of a parent or guardian, then confirmation must be sought from the parent or guardian, but the student can remain in their care. Otherwise attempts should be made to persuade the student to return to school. If the student refuses to return to school, the parents should be contacted and discussion should be held to decide upon the appropriate next steps. If a member of staff is with the student (e.g. they physically found them) they should remain with them until the situation has been resolved.

8. INFORMATION TO BE PROVIDED TO THE POLICE

When the School contacts the Police the following information should be provided:

- The student's name
- The student's age and date of birth
- An up to date photograph if possible
- A physical description of the student
- 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
- Any relevant comments made by the student

9. MISSING STUDENT INCIDENT REPORT

In the event that a student is classified as 'Missing' then a written record of the incident must be submitted via CPOMs which should include the following information:

- The student's name
- Dates and times (e.g. when it was first noticed that the student was missing)
- The actions taken
- Whether the Police or Social Services were involved and a summary of their actions
- Final outcome, or resolution, of the incident
- Reasons given by the student for being missing
- Any concerns about the handling of the incident
- A record of the staff involved

N.B. A student going missing from school or from home can be a potential indicator of significant student welfare issues including abuse or neglect. Further actions may be necessary and will be triggered by the Designated Safeguard Lead (DSL), Head of Sixth Form/Head of Lower School/Head of Boarding (as a result of the logged CPOMs incident).

10. STUDENTS WITH A 'STUDENT VISA'

As a sponsor for students under the Home Office Student Visa scheme, the School is aware of its responsibility to report promptly to the United Kingdom Visas and Immigration (UKVI) department of the Home Office in cases where such a student is found to have contravened the terms of their visa. Students must have an attendance rate of 80% in order to be compliant with the restrictions placed on them.

Any authorised absence must be noted and filed.

If a student misses ten consecutive "contacts" (defined as teaching days, which would be fewer than two full weeks) they need to be reported to the UKVI.

11. FEMALE GENITAL MUTILATION (FGM) AWARENESS

FGM is illegal in the UK and a form of child abuse and violence against women. The School has a professional duty to share information and concerns with both the Local Authority and the Police.

In line with the School's Safeguarding and Protecting Children Policy, staff will be explicitly questioning parents and carers in regards to any absence concerns that may relate to Female Genital Mutilation (FGM), e.g. the student is taken out of the country for a prolonged period (holiday of six weeks to two months or more), or the student is taking a long holiday to their country of origin or another country where the practice is prevalent.)

For further information on FGM please see the School's Policy on School Safeguarding and Protecting Children Policy.

Approved by Headmaster 05 October 2021

DocuSigned by:

ADD3243C45B6424...