



Policy for Missing Students during the Academy Day

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Policy for Missing Students during the Academy Day.

The welfare of all of our students at The de Ferrers Academy is our paramount responsibility. Every adult who works at the Academy has been trained to appreciate that he or she has a key responsibility for helping to keep all of our students safe at all times.

1. Responsibilities

- a. It is the Academy Principal's responsibility to ensure that all relevant staff are aware of this policy, what is expected, the procedures to follow and to ensure that the policy is reviewed on a timely basis. It is the responsibility of all staff to read the policy and act at all times according to its guidance.
- b. Staff are responsible for completing lesson registers. They must be completed **accurately** and **promptly** according to the Academy guidelines. Any paper registers must be returned to the Support and Guidance Office within 15 minutes of the start of each lesson.
- c. If a member of staff takes a student, group or class out of the Academy they are responsible for informing parents/carers, Head of Year and the Support and Guidance office in advance.
- d. It is the responsibility of parents/carers to ensure they provide the Academy with correct and updated contact information as required. It is also their responsibility to amend and return all data collection sheets when distributed.
- e. If a parent/carer takes a student out of the Academy during the day, the student **must** sign out at the Support and Guidance Office and be given an Authorised Absence Pass. On returning to the Academy following an appointment, the student **must** sign in at the Support and Guidance Office.
- f. It is the responsibility of Governors to ensure they are aware of the Academy's procedures and to challenge and support the Academy in its review of this policy.

2. Procedures In The Event Of A Student Going Missing

In the event of a member of staff fearing that a student has gone missing while at the Academy:

- a. If a member of staff suspects that a student is missing from a lesson or activity, they must contact the nearest member of Support and Guidance immediately. The member of Support and Guidance and any available staff will carry out a thorough search of the campus, including outside areas, toilets and storage areas. Wherever possible, staff will attempt to track student movement on the CCTV.
- b. The following lists held in the Support and Guidance Office will be checked by the Clerical Assistant, Attendance.
 - Attendance Registers
 - Off site record
 - Music lesson lists
 - Lists of students attending other schools or training providers

- c. **If necessary**, staff will promptly but calmly round up all students to the hall and a designated member of staff will supervise them. The safety and care of other students is paramount so the security of the Academy and the number of staff remaining to supervise the other students at the Academy must be adequately maintained while the search continues.
- d. Staff will count and name check all the students present against the register while the group are assembled in one place.
- e. If the student is still not found after this initial search, the student's Head of Year is to inform the Academy Principal, the Designated Safeguarding Officer and then the Education Welfare Officer.
- f. If the student has not been found after 30 minutes from the initial report of them as missing then parents/carers should be notified. The Academy Principal, Designated Safeguarding Officer or a senior member of staff on site will decide at which point the police need to be contacted.
- g. Staff must try to remember and write down a description of what the student was wearing and any distinguishing features, e.g. coats/bags
- h. If the missing student has any special medical or learning needs then these need to be noted to be disclosed to police or other agencies.
- i. The student's teacher(s) will be spoken with to gain further information.
- j. A thorough search of the Academy continues and is carried out by senior members of staff with the help of other members of staff who are available.

Particular attention is paid to:

- | | | |
|---------------------|------------------------|----------------------------------|
| - Rarely used rooms | - Learning Centre | - CtG rooms (DA9 + TA50) |
| - Toilets | - Support and Guidance | - Inclusion |
| - ICT room | - Academy hall | - Changing rooms |
| - All classrooms | - Academy grounds | - Sports hall and changing rooms |
| - Isolation | | |

3. In the event of a member of staff fearing that a student has gone missing while off school premises:
 - a. The Group Leader must ensure the safety of remaining students. An appropriate number of adults must stay with them.
 - b. One or more adults should immediately start searching for the missing student.
 - c. The Group Leader should contact the Academy, preferably a Designated Safeguarding Officer, to alert them.
 - d. If the student is not found within 15 minutes, the Group Leader must contact police by telephoning 999.

- e. The Group Leader should alert the Academy that the police have been contacted and the Academy will make arrangements to notify parents/carers, after which the procedures described above will be followed.
- f. The Group Leader must complete a Missing Student Incident Form (see appendix 1)

Missing Student Incident Form

Date: _____

Student Name: _____

Age: _____

Address: _____

Contact Number: _____

Form Teacher: _____

Form: _____

Person reporting: _____

Time Student was last seen: _____

Location: _____

Reason for Disappearance, if known:

Action Taken: _____

Student Found: _____

Date and Time: _____

Location: _____

Outcome: _____

Signature:

Date:

Designation: