



MARATHON SCIENCE SCHOOL



Missing Student Policy

Reviewed on: 3rd September 2020

Next Review: 2nd September 2021

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Headteacher

1. Policy Statement

1.1 Policy aims: Through the operation of this policy we aim to protect the health and safety of the pupils and the school, and ensure that school staff know how to respond if a pupil is missing.

If a member of the school has reason to believe that a boarder is missing, all possible efforts are made to locate the boarder to determine his state of health and well being through collaboration of the Boarding staff, the Administration Office and the missing student's family and friends.

If the missing boarder is not found after every possible location is investigated, appropriate family members, associates or a member of staff will make an official missing person report to the law enforcement agency with jurisdiction. The Administration Office will cooperate with, aid and assist the primary investigative agency in all ways prescribed by law.

2. Procedures:

2.1 If a member of staff notices that a pupil is missing they should immediately contact the Admin staff.

2.2 The Admin staff will then:

- Check the calendar to ensure that the pupil is not legitimately absent (eg. they have an appointment with the doctor)
- Check co-curricular activities to ensure they are not on a school trip
- Contact boarding staff for information
- Check in classrooms and common areas and ask other pupils for information
- If the pupil has a mobile number they will call them.

2.3 If the student cannot be found then the Admin staff will:

Inform the Head

Instigate a search of the school building.

2.4 If the pupil cannot be found then the Head will contact the pupils' parents and notify them and ask for information they may have.

2.5. The Head will then contact the police and work with them in order to locate the pupil and return them safely to school.

3. Procedure for pupils missing during a school trip:

If a pupil goes missing during a school trip and cannot be found or does not make their way back to school, the staff will:

Attempt to contact the pupil

Check if there were any delays or changes on the journey

Check with other pupils and gather information from them

Contact the venue staff for information

If the pupil still cannot be found then the staff must contact the Head who will instigate 2.4 and 2.5 if necessary.

4. Information to be provided to the Police:

Full name

Date of Birth

Description

What they were wearing

Student's mobile number

Time when last seen

Photograph

Home address, parents name and contact details

5. Children Missing Education

“A child going missing from education is a potential indicator of abuse or neglect. School and college staff should follow the school's or colleges procedures for unauthorised absence and for dealing with children that go missing from education, particularly on repeated occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of them going missing in the future” (Keeping Children Safe in Education – September 2016) The Attendance and Welfare Advisor has regular scheduled meetings with Heads of Year. The SLT lead for attendance also meets regularly with the AWA and all relevant designated administrative staff. Records are kept of all pupils admitted to the school and those pupils leaving for whom rigorous checks are carried out.

5.1 Children Missing Education Procedure

In the event that a child has had 10 continuous days of unauthorised absence our office manager will complete the children missing in education form.

As an independent school we are well aware that many of our students live outside the Borough in which the school is located. If a child lives outside of our borough the relevant person in the Borough where they reside will be contacted.

5. Missing pupil incident book

The school must keep a full written record of any pupils missing.