King's High School

King's High School Missing Child Policy	
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King's High School Missing Child Policy

1. Introduction

1.1. King's High School understands its responsibility for the welfare of all students with the Schools and the paramount importance of this aspect of its work. The School is committed looking after students safely throughout the time that they remain under our care.

1.2. Every adult who works at the school will have been subject to appropriate checks before appointment, will have received Safeguarding and Student Protection training either before they have started or within the first week of commencing their position and understands their responsibility for helping to keep all students safe at all times.

1.3. Staffing ratios are appropriate to ensure that every student is properly supervised whilst in our care.

1.4. This Policy will be kept up to date in line with any legislative changes.

1.5. This Policy should be read in conjunction with the Safeguarding and Student Protection Policies, and is linked to the Foundation's Safer Recruitment and Contractor Appointment processes. These are also regularly reviewed to insure they are robust and effective and may be made available to parents.

2. Student going missing whilst at School

2.1. The aim of this procedure is to ensure that a missing student is found and returned to effective supervision as soon as possible.

2.2. If a student is missing when a register is taken, the following actions will be taken:

2.3. The School Office will be informed immediately, usually by means of the Student Alert system available on the desk top;

2.3.1. Office staff use their checklist to ascertain if the student is with a member of staff e.g. for an individual lesson, meeting, medical assistance or is known to be absent;

2.3.2. If the student's location is still not known, the office alert a team of designated support staff to search different areas of the school;

2.3.3. The DSL or DH is informed if the student's whereabouts remains unknown and a decision may be taken to ring the fire alarm at which stage the HM is usually consulted.

2.4. If the student is still missing, the Head, designated member of staff or DSL will:

2.4.1. ring the student's parents to explain what has happened and what steps have been set in motion;

2.4.2. arrange for staff to search any other areas of the School premises and grounds that were not searched previously;

3. Student going missing on an outing

3.1. The Party Leader will carry out a head-count in order to ensure that all the other students are present.

3.2. An adult will be nominated to search the immediate vicinity. If appropriate, the venue Manager will be contacted and asked to arrange a search.

3.3. The Party Leader will contact their SLT member overseeing the trip who informs the Head

3.4. The Head, designated member of staff or DSL will

3.4.1. ring the student's parents to explain what has happened and what steps have been set in motion;

3.4.2. inform the Foundation Bursar, Foundation Principal and Safeguarding Governor.

4. Student remains missing longer term at School or on a trip

4.1. The Designated Safeguarding Lead will notify:

4.1.1. the Police and

4.1.2. Warwickshire Safeguarding

4.2. The School will cooperate fully with any Police investigation and any safeguarding investigation by the local authority.

4.3. The Foundation Bursar will:

4.3.1. inform the insurers;

4.3.2. if a student is significantly injured and depending on the severity and circumstances the Bursar will inform the Foundation Health and Safety Manager and any external bodies that should be advised.

4.3.3. ensure a full record is written of all activities undertaken up to the stage at which the student was found would be made for the incident report;

4.3.4. in liaison with the Head, ensure any changes required to policies and procedures are made.

5. Actions to be taken once the student missing longer term is found

5.1. Talk to, take care of and, if necessary, comfort the student who was missing and reassure the other students in the group.

5.2. Ensure all students in the group understand why they should always inform staff of their whereabouts.

5.3. The Head will:

5.3.1. speak to the parents to discuss events and give an account of the incident;

5.3.2. ensure, with the Foundation Bursar, that a full investigation is undertaken (involving, if appropriate, Warwickshire Safeguarding)

5.4. Media queries should be referred to the Head who will handle them in conjunction with the Foundation Bursar.

5.5. The investigation should include all concerned providing written statements.

5.6. The report should include the following details:

- time,
- place,
- numbers of staff and students
- when the student was last seen,
- what appeared to have happened,
- cross-reference the purpose of the activity being done when the student went missing,
- the length of time that the student was missing and how s/he appeared to have gone missing,
- lessons for the future.

6. Student is not collected from School on time

6.1. If a student reports they have not been collected within 30 minutes of the agreed collection time, the School will call the contact numbers for the parent/guardian. If there is no answer, the School will call the emergency numbers for this student.

6.2. During this time, the student will be safely looked after by the member of staff attempting to make contact or at Homework Club.

6.3. If I there is no response from the parents' or carers' contact numbers or the emergency numbers within three hours or by the time the premises close, whichever is sooner, the Head will contact the Social Care Duty Officer. Social Care will make emergency arrangements for the student and will arrange for a visit to be made to the student's house and will check with the Police.

6.4. If Social Care have been involved, the Head will ensure a full written report is made of the incident and will inform the inform the Foundation Bursar, Foundation Principal and Safeguarding Governor.

7. Procedure for a missing boarding student:

7.1. During the School Day, the procedure is the same as that for a day student missing at School or on a trip. However, the Boarding House Parent and Foundation Director of Boarding should also be informed.

7.2. Outside the Normal School Hours:

7.2.1. Boarders will be registered at set points of the day using the electronic Orah boarding software system.

7.2.2. Boarding staff will be aware of a boarders planned activities after school and at weekends.

7.2.3. Boarders are required to "sign in and out" of the boarding houses. When leaving they are required to give details of where they are going and when they will return. Any requests for "off campus leave" are authorised / agreed by boarding staff.

7.2.4. In the event of an unexplained absence of a boarder outside normal school hours the following will happen:

- the House Parent and/or Foundation Head of Boarding will be alerted;
- an attempt will be made to contact the missing boarder on their mobile telephone;
- Duty staff will carry out a complete search of the Boarding House and those areas of the school to which the boarders have access;
- Duty staff will interview peers to ascertain the boarder's last known whereabouts and any plans they may have had;
- In daylight and if practical, a thorough search of the grounds will be carried out;
- The fire alarm will be sounded, if appropriate, and a roll call taken
- The House Parent or Foundation Head of Boarding will contact the Head or the duty member of the SMT.

7.2.5. The Head, designated member of staff or DSL will:

- ring the student's parents to explain what has happened and what steps have been set in motion;
- inform the Foundation Bursar, Foundation Principal and Safeguarding Governor.

7.2.6. If the boarder remains missing longer term, the procedures in 4 and 5 above will be followed.