



Rugby School

Student Missing Procedure

September 2020

Responsibility for updating this policy: Deputy Head Pastoral

1 Policy statement

- 1.1 **Scope:** This policy applies to staff (including volunteers), students and parents at Rugby School (**School**). This policy can be read with the Safeguarding and Child Protection Policy and is a mandatory requirement of Keeping Children Safe in Education (DfE September 2018) and the National Minimum Standards for Boarding Schools (DfE, January 2013). The procedures in this policy may be adapted as necessary. The Head Master and the senior staff have a wide discretion in relation to the procedures in this policy.
- 1.2 **Publication:** This policy is provided to all staff in the Staff Handbook. Parents may request a copy from the School or review the policy on the School website. This policy can be made available in large print or other accessible format if required.
- 1.3 **Policy aims:** Through the operation of this policy we aim to:
- 1.3.1 protect the health and safety of all students at the School;
 - 1.3.2 ensure that School staff know how to respond if a student goes missing.

2 Responsibility

- 2.1 The Governors delegate appropriate responsibilities for the day to day management of the School to the Head Master. In practice, all members of staff contribute to the safety of students at the School by providing appropriate supervision in accordance with the directions of the Head Master and Senior Management Team. Schools 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 has a duty to inform the relevant Housemaster / Housemistress (Hm) without delay.

3 Procedure for student missing during the working hours of the school day

- 3.1 In the event of a member of staff suspecting a student is unaccounted for, the member of staff should contact the student's Hm who will normally take over the procedure.
- 3.2 An initial search will be organised by the Hm. This will include:
- checking the student's timetable and whether he/she could be in the library, on the sports field, in a music lesson or in one of the academic departments
 - checking with the Matron to see whether the student has reported sick or has a medical appointment
 - contacting the San to check whether the student may be there
 - calling the student's mobile telephone number (Hm has a list)
 - contacting the student's friends

- contacting staff i/c the last known activity
- contact the Security team on 01788 556104

finally, contact the Head Master's PA who will contact the Head Master, Deputy Heads and Assistant Heads and further searches will be carried out.

- 3.3 If the student is found on site or in the vicinity, the School staff will make a concerted effort to persuade the student to return to the School. If the student refuses to do so, staff members at the scene will attempt to continue to monitor the student's whereabouts. Staff should consider contacting the parents in such circumstances.
- 3.4 If the student is not found after the initial search, the Deputy Head Pastoral (who is also the School's Designated Safeguarding Lead) will contact the student's parents at this point and the situation must be reported to the School's Management Team along with the relevant details. If the parents are abroad, there may need to be a delay in contacting them. All decisions on contacting parents should be made by one of the Deputy Heads.
- 3.5 If the initial search is unsuccessful, one of the Deputy Heads will contact the police after consultation with the parents (where appropriate) and provide the police with the information listed in section 6, as well as any other information reasonably requested by the police. A decision will be taken in accordance with the School's safeguarding and child protection policy and procedures as to whether the School should also contact children's social care in line with local procedures.

4 Procedure for a boarder missing after normal School hours (lesson, sports or activity time) or during the night

- 4.1 When the Hm discovers that a boarder is missing after School hours (as described above) or during the night, he / she will
- check with other boarders (if awake) and ask them if they have any knowledge of the missing boarder's whereabouts
 - conduct an initial search of the House and immediate surroundings of the House
 - contact the Head Master or one of the Deputy Heads to inform them that the boarder is missing
 - contact the Security Officers to inform them that the boarder is missing
 - where appropriate, contact the parents to inform them that the boarder is missing. If parents are abroad this step may need to be delayed. All decisions on contact with parents should be made by the Head Master or the Deputy Head, as appropriate
 - contact other available members of staff and prefects on site to conduct an initial search of the School site

- contact the Police after consultation with the parents (where appropriate) and the Deputy Head and provide the police with the information listed in section 6. A decision will be taken in accordance with the School's child protection policy and procedures as to whether the School should also contact children's social care in line with local procedures.

5 Procedure for student missing during or following a journey

5.1 If a student is missing from a journey or has not arrived at the School following a journey, the member of staff in charge will:

- attempt to contact the student
- check whether there were any delays or changes to the journey
- check with other students and ask them if they have any knowledge of the missing student's whereabouts
- contact the student's accommodation, if applicable
- contact the venue or the people that the student had visited, if applicable
- contact hospitals and the Police and the student's parents.

6 Information to be provided to the Police

6.1 When the School contacts the Police during the day or night, the following information should be provided:

- the student's name
- the student's age
- an up to date photograph if possible (from ISAMS database)
- the student's height, physical description and any notable physical idiosyncracies
- 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

- 6.2 The information will then be passed to the various police stations through police channels and no further notifications from the School should be necessary.

7 Review

- 7.1 This policy shall be reviewed every year by the Deputy Head (Pastoral) as part of the School's annual review of safeguarding and updated as necessary. In undertaking the review the Deputy Head (Pastoral) will take into account any recorded incidents that indicate that there may be a problem with supervision, student support or security at the School and any issues raised by individual members of staff, parents and students.

8 Missing student records

- 8.1 The School will keep a full written record of any incident of a missing student including:
- the student's name
 - relevant dates and times (e.g. when it was first noticed that the student was missing)
 - the action taken to find the student
 - whether the Police or Social Services were involved
 - outcome or resolution of the incident
 - any reasons given by the student for being missing
 - any concerns or complaints about the handling of the incident
 - a record of the staff involved
- 8.2 A full written record of the incident will be kept on the student's file.

Authorised Compliance and Risk Committee:
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Date:

23 September 2020
