



RUGBY SCHOOL

Missing Student Procedure

Advent 2025

1. Introduction

Through the operation of this policy we aim to:

- 1.1 protect the health and safety of all students at Rugby School (the **School**);
- 1.2 ensure that School staff know how to respond if a student goes missing.

2. Scope

Schools are under a general duty to supervise students to the standard of a prudent or careful parent. 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 (**SMT**).

This policy applies to staff (including volunteers), students and parents at the School.

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. For the avoidance of doubt, in this document, 'Hm' refers to the Housemaster / Housemistress or the DHm, should the Hm be off duty during the time when the student goes missing.

The procedures in this policy may be adapted as necessary. The Head Master and SMT have a wide discretion in relation to the procedures in this policy.

3. Procedure for student missing during the working hours of the school day (considered to be from 08:45 until supper time)

- 3.1 In the event of a member of staff suspecting a student is unaccounted for, the member of staff should ring the student's House. House staff (Hm/DHm/Matron) will normally take over the procedure.
- 3.2 An initial search will be organised by the Hm. This should be done within the first **15 minutes** the student being missing and will include:
 - checking the student's timetable and the Scheme of Hours to determine whether they could be in an academic department, in a co-curricular activity or lesson, in the Temple Reading Room (TRR), the Collingwood Centre (CC), the Sports Centre (RSSC), the Music Schools or the Macready Theatre (MAC). This can be accessed most easily via SOCS.
 - contacting the San to check whether the student may be there
 - calling the student on Teams or on their mobile telephone number (House staff have a list)
 - contacting the student's friends
 - contacting staff i/c the last known activity
 - contact the Security team on 01788 556104

- 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. The Hm should contact the parents/guardian in such circumstances.
- 3.4 If the search coordinated by the Hm does not find the student, SMT should be alerted, **no later than one hour after the initial alert**, by contacting the Head Master's PA (Ext 217), who will contact the Head Master and SMT. If out of office hours, the Deputy Head, Pastoral should be contacted directly. The Deputy Head, Pastoral or another member of SMT will co-ordinate the next stages of the procedure. This will include further searches.
- 3.5 If the student is not found after the initial search, the member of SMT will contact the student's parents. If the parents are abroad, there may need to be a delay in contacting them. All decisions on contacting parents will be made by the member of SMT.
- 3.6 If the initial and subsequent searches are unsuccessful, the member of SMT will contact the police after consultation with the parents (where appropriate), but **no later than two hours after the initial alert**, 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, they will
- check iSAMS absences to see if they are on an organised trip
 - check the signing-out book
 - contact the San to check whether the student may be there
 - call the student on Teams or on their mobile telephone number (House staff have a list)
 - check with the friends of the missing student (if awake) and ask them if they have any knowledge of the missing boarder's whereabouts. See if they can check the **social media location** of the missing student. Stress the seriousness of the situation to their friends.
 - conduct an initial search of the House and immediate surroundings of the House
 - leave large messages for the missing student on the door to their dorm saying that they must report to you immediately on their return (no matter what the time is)
 - contact Security (Ext 104) to inform them that the boarder is missing
 - contact the Deputy Head, Pastoral **within 30 minutes** 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, Pastoral, as appropriate
 - contact other available members of staff onsite to conduct an initial search of the School site.
- 4.2 If the initial searches are unsuccessful, the Deputy Head, Pastoral will contact the police after consultation with the parents (where appropriate), but **no later than 90 minutes after the student was discovered to be missing** 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.

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 (e.g. a return from a school holiday), 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 parents or Educational Guardian (if parents live overseas)
- contact the venue or the people that the student had visited, if applicable
- contact the Deputy Head, Pastoral (who now takes the lead), **no later than one hour after the student was discovered to be missing**, to inform them that the boarder is missing
- contact hospitals
- the Deputy Head, Pastoral will contact the police after consultation with the parents (where appropriate) and other members of SMT, but no later than two hours after the student was discovered to be missing, and provide the police with the information listed in section 6. 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.

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 idiosyncrasies
- any disability, learning difficulty or special educational needs that the student may have
- the student's home address and telephone number and details of their 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. Missing student records

7.1 The School will keep a full written record **on CPOMS** 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

7.2 A full written record of the incident will be kept on the student's file.

8. Policy Owner

This policy will be updated by the Deputy Head, Pastoral.

9. Related Policies and Guidance

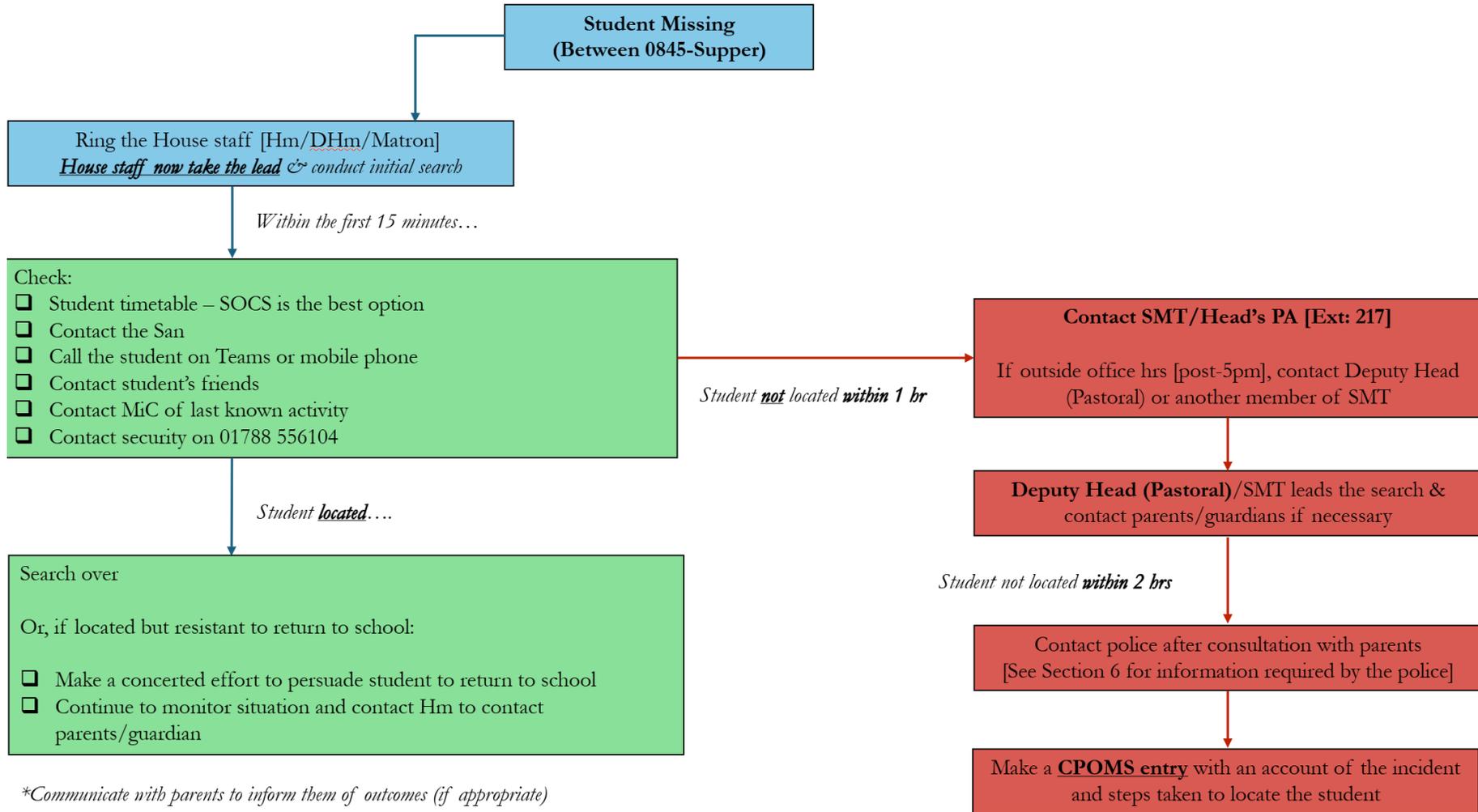
This policy can be read in conjunction with the Safeguarding and Child Protection Policy and is a mandatory requirement of Keeping Children Safe in Education (DfE September 2023) and the National Minimum Standards for Boarding Schools (DfE, September 2022).

10. Further Information

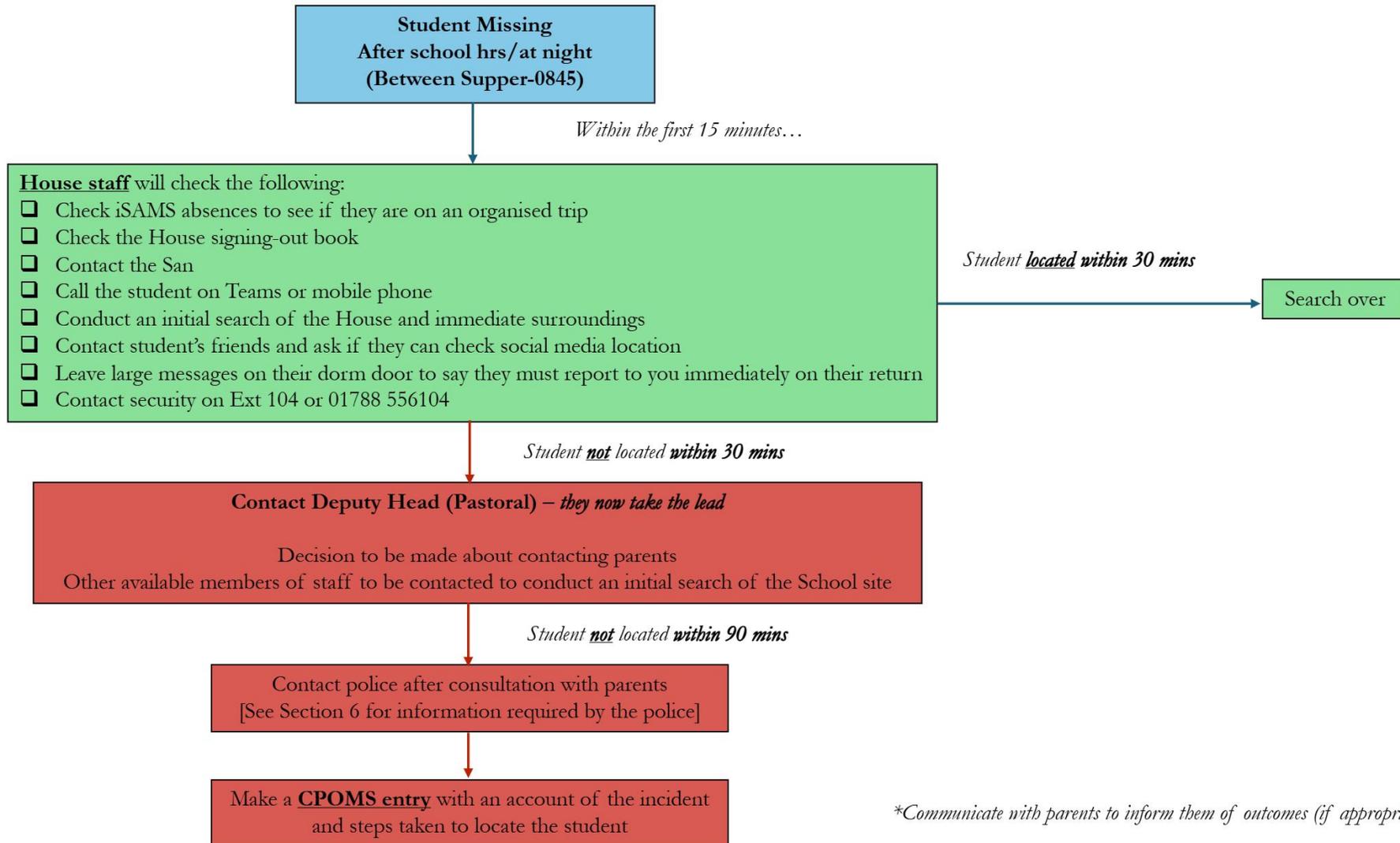
Please contact the Deputy Head, Pastoral (amhh@rugbyschool.net) for more information about this policy.

Appendix – Flow charts for Missing Student Procedure

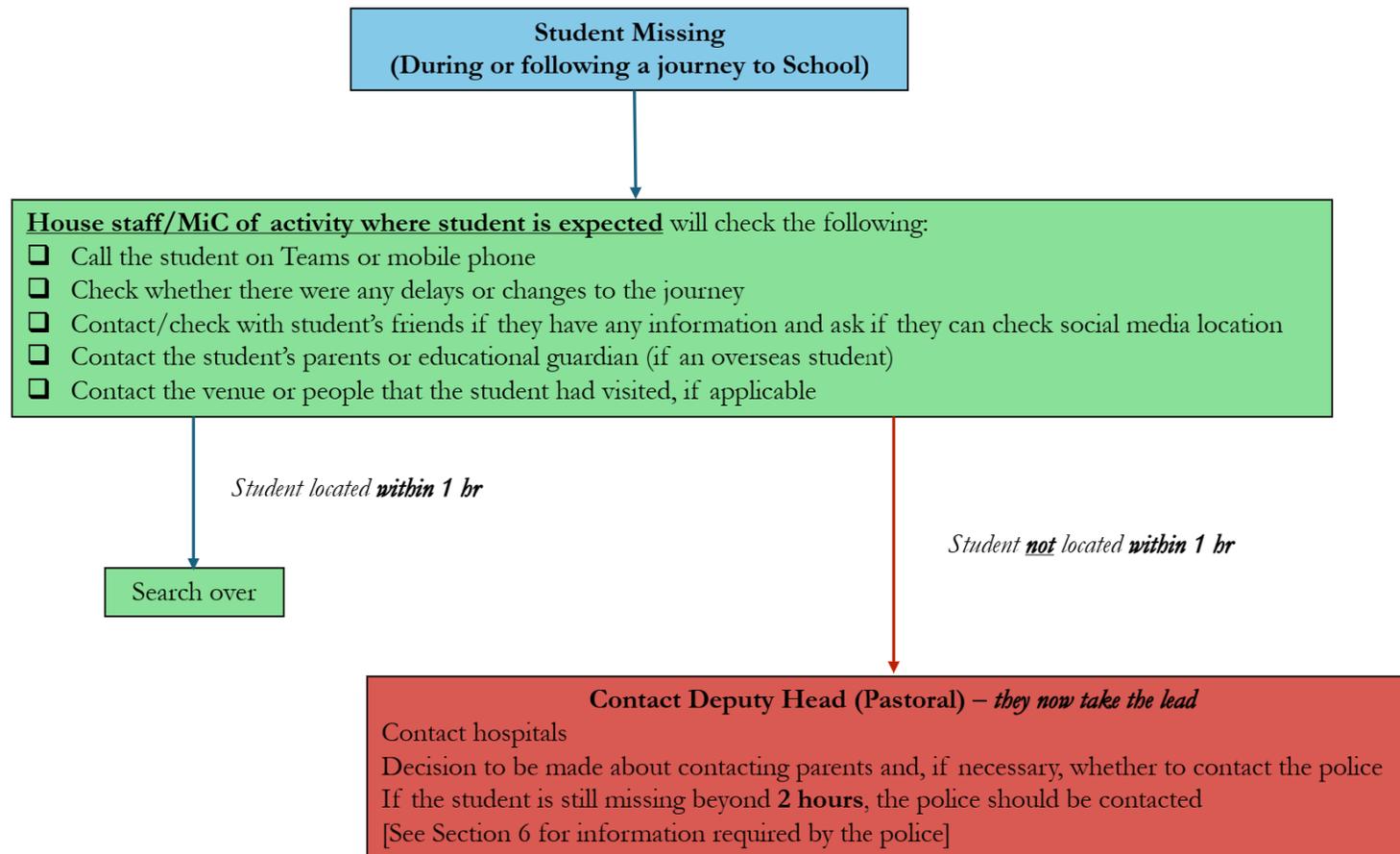
Student Missing between 08:45 and Supper Time (during the working hours of the school day)



Student Missing after school hours (lessons, games, activities, between Supper Time and 08:45/at night)



Student missing during or following a journey to school



**Communicate with parents to inform them of outcomes (if appropriate)*