



Whole School Missing Students Policy

Review Date: August 2020
Responsible: SLT's

1. Policy Statement

- 1.1. The welfare of all of our pupils at Caxton College is our paramount responsibility. Every adult who works at the school is aware that they have a responsibility for helping to keep all of the pupils safe at all times. It is therefore, the responsibility of all staff to search actively for pupils who are missing, including working with the police where appropriate.
- 1.2. Primary students are registered before school starts in the mornings and after lunch. Secondary students are registered in the morning before school starts and again during each lesson. A list of absences is held in the Primary and Secondary Office office. Therefore, for the purpose of this policy, the term 'missing' refers to a pupil being not present without authorisation or explanation.
- 1.3. On occasions when a staff member identifies a pupil as missing from their expected location, immediate action is required as outlined in the procedures below.
- 1.4. Communications with parents and the appropriate services (particularly the police) are an integral part of the procedure and all instances of a missing student must be reported to the Primary/Secondary Secretaries and the Leadership Team, and the appropriate investigations made.
- 1.5. This policy applies to all members of our school community. Caxton College is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.
- 1.6. Caxton College seeks to implement this policy through adherence to the procedures set out in the rest of this document. This document is available to all interested parties on our website and on request from the main school office. This policy works in conjunction with [Keeping Children Safe in Education, DfE, 2019](#).

2. Procedure for Missing Students

- 2.1. A student may be identified as missing:
 - After an absence at morning registration is not confirmed by the office staff's contact with home.
 - When they have been marked as present during registration but are then missing from subsequent lessons throughout the day.
 - By comparing pupils in a class with the day's absence lists.

- By a report of a missing child by a fellow student.
- 2.2. Any member of staff discovering a discrepancy must immediately notify the Secondary Secretaries via email who will:
- Contact and make the necessary checks such as with the tutor/teacher to assess whether the absence is expected, the Clinic to check for any known medical emergency.
 - Check all lists of trips out of School and check the signing out records and sheets held by the Secondary Secretaries.
- 2.3. If the pupil is still found to be missing, the Primary/Secondary Secretaries will immediately:
- Inform a member of SLT, who will initiate and oversee a search of the site.
 - Coordinate and make the necessary search over the school grounds.
 - Advise all teachers due to teach the student later that day that they must immediately inform the office if the student appears.
- 2.4. If the site search fails:
- Parents will be informed and will continue to be informed of progress as and when any is made. They will also be asked to keep us informed if they receive any information regarding their child's whereabouts.
 - At their discretion, the Leadership Team will arrange for the police to be informed.
- 2.5. When the pupil is found, or the incident is otherwise resolved:
- The Leadership Team, teachers and parents will be directly informed by the Primary/Secondary Secretaries.
 - The Police will be informed if they have been involved.
 - The relevant class teacher (Primary) or Head of Year (Secondary) will add a note on the child's Pupil File, which details the incident.

This policy will be reviewed annually.