

Missing Student Policy

This policy covers the Senior and Prep Schools

Governors' Committee normally reviewing policy	Curriculum & Welfare
Date policy formally approved by Governors	November 2022
Period of review	1 Year
Last review date	August 2026
Next review date	August 2027

Person responsible for monitoring implementation and effectiveness of the policy	Deputy Head (Pastoral)
Other relevant policies	Safeguarding Policy

Kingsley School Bideford is owned and operated by KSI Schools Group Limited, which is the School's Proprietary Body ("the Proprietor").

Any reference in this policy to the Governors or Governing Body means the School's local body of governors, which operates as a local advisory board on behalf of the Proprietor. The local governing body does not constitute the Proprietary Body of the School.

The Proprietor has ultimate responsibility for ensuring that the School meets its statutory and regulatory obligations and for ensuring that this policy is appropriate, effective and implemented in accordance with those requirements.

The Governors provide local oversight and scrutiny on behalf of the Proprietor and undertake appropriate review and monitoring to satisfy themselves that this policy is being implemented effectively. They advise and make recommendations to the Proprietor and the School's leadership as appropriate.

The core principle that guides everything we do is **Putting Students First**.

1. Introduction

The welfare of all of our children at Kingsley School is our paramount responsibility. A child being absent from education, for prolonged periods and/or on repeat occasions, can act as a vital warning sign to a range of safeguarding issues including abuse or neglect, child sexual and/or criminal exploitation and county lines. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation, so called 'honour'-based abuse or risk of forced marriage. Every adult who works at the school has been trained to appreciate that he or she has a key responsibility for helping to keep all of the children safe at all times. This includes the importance of effective information sharing to ensure our children are safe and receiving suitable education. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child being absent in the future. Where staff have concerns that a child is absent from school for prolonged periods and/or on repeat occasions, or missing from school, this policy should be followed.

Every member of our staff has read Part 1 of Keeping Children Safe in Education (KCSIE). Our staffing ratios are generous and are deliberately designed to ensure that every child is supervised the whole time that he or she is in our care.

2. Registration / Roll Call

- 2.1 All students must register in the morning (08:30) and afternoon (13:30/14:30 – Prep/Senior School).
- 2.2 Class teachers must register students when they arrive in their lessons and if they are concerned about a child's absence should contact Reception who will investigate. If necessary, Reception will instigate a search of the school site and contact parents.
- 2.3 Students leaving and returning to/from school during the course of the day should sign out at Reception.
- 2.4 Senior students leaving school before 17:00 (16:00 on Fridays) must sign out at Reception. Prep students leaving school before 16:00 must sign out at the Prep Reception.
- 2.5 Students in Boarding Houses are registered at 5.45pm and before bed. All boarders leaving the site must adhere to the guidance laid out and sign in/out on all occasions that they leave the site.

3. Action to be Taken if a Student Fails to Attend the First Day of School

All new students (regardless of their age) are placed on the School's admission register at the beginning of the first day on which the School has agreed that the student will attend the School. If a child fails to attend on the agreed date, staff must inform the Designated Safeguarding Lead (DSL) without delay. The admissions team and/or attendance office will attempt to make contact with the family. If no contact is made the DSL will liaise with the local authority. See the CME policy for full details.

4. Action to be Taken if a Student is Missing

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child was found to be missing, we would carry out the following actions without delay:

- 4.1 Take a register to ensure all other children are present.
- 4.2 Check with other students and staff about possible whereabouts of the child.
- 4.3 Check the medical centre.
- 4.4 Check reception signing in/out book.
- 4.5 Inform Deputy Head Pastoral (DSL) / Head of Prep School (DSL-Prep) / Nursery Manager (DDSL-Nursery).
- 4.6 The buildings and likely areas of the school grounds must be thoroughly searched – follow the search list.
- 4.7 If it is decided that the student has probably left the school grounds, parents or guardians should be informed and asked to inform the school of any contact they may have with the child.
- 4.8 A period of up **to an hour** will be allowed to conduct a search of school grounds and make initial enquiries of friends and other staff who may know where the missing student is.
- 4.9 In all cases, **after an hour** of the student being reported missing, parents will be informed. At this point a decision will also be made in liaison with the Head as to whether to also call the police.
- 4.10 If the student is particularly young, or considered vulnerable, parents, the Head and the police will be informed after a reasonable search-time during the day which may be less than one hour after the student was reported missing (and in some cases immediately).
- 4.11 Parents will be informed immediately if a student is missing from their Boarding House at night, and a decision will be taken in liaison with the Head, or Deputy Head Pastoral, as to whether or not to call the police.
- 4.12 When the student is located, **all** involved must be informed at once.
- 4.13 On return, the student will be supported and counselled to determine the cause of the absence. The student may be sanctioned depending on the circumstances and the reasons he/she went missing.
- 4.14 The incident will be logged on CPOMS including any follow-up actions. An Incident Report Form would be completed if needed.

5. Action to be Taken when a student is Not Collected on Time

- 5.1 If a child is not collected within half an hour of the end of the school day, the school will call the contact numbers for the parent or carers. If there is no answer, the Nursery Manager/ Receptionist will begin to call the emergency numbers for this child. During this time, the child will be safely looked after by the School. If there is no response from the parents'/carers' contact numbers or the emergency numbers within one hour period/ when the premises are closing, the DSL will be informed (or a deputy) and will contact the Social Care Duty Officer. The child will go to the Boarding House and wait. Social Care will make emergency arrangements for the child and arrange for a visit to be made to the child's house and will check with the Police. The School will make a full written report of the incident and log on CPOMS.
- 5.2 The School's DSL will keep a record of incidents where parents/carers do not collect a child from school or are late for no explained or good reason, or where there are repeated incidents. They will request a meeting to discuss concerns and make arrangements for future lateness. Parents will be charged for aftercare/flexi-boarding if the children are required to be supervised after 30minutes regularly.

K Venner
Deputy Head Pastoral