COLLEGE POLICY DOCUMENT

MISSING PUPIL PROCEDURE

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Missing Student Procedure

Scope: This policy applies to staff (including volunteers), pupils and parents at St Andrew's College Cambridge (**the College**). The Principal has a wide discretion in relation to the procedures in this policy.

Procedure for missing pupils:

All students and staff should report all unexplained absences of any student to the Principal or Registrar. An unexplained absence may arise when a student does not attend lessons, or when the student's friends or classmates are unexpectedly unable to locate the student. As soon as a teacher or other member of staff becomes aware of an unexplained absence the following procedure will be followed:

a) Internal enquiries will be carried out. The Principal / Registrar will speak to the student's friends and other members of staff to build a picture of the student's recent movements to help locate the student. Guidance on appropriate questions to ask is set out below. If appropriate, the Principal / Registrar will arrange a search of the premises.

b) If the student cannot be located within 60 minutes, the Principal / Registrar will report the absence to the Directors. He / she will decide whether or not the parents / agent should be informed immediately.

c) If the student cannot be located within a further 60 minutes, the Principal will contact the Police to identify if the Police have any information on the student's location (for example, if the student has been involved in an accident). Local hospitals should be contacted to find out if the pupil has been admitted.

d) If these enquiries do not yield additional information about the student, the Police should be officially informed that the student is missing.

e) If the student's parents / agent have not been previously contacted, they should be informed that the student is missing. The College should discuss any further steps taken with them.

f) If the Police take over responsibility for the search for the student, all relevant information about the student will be passed to them.

If the Principal is not on site, he should be advised that the student is missing and kept updated. Once the incident is resolved, a full written account of the incident must be produced by the person in charge of the incident on the day. The report is to be written on the same day and sent to the Directors.

Once the incident is resolved, the Principal will review relevant policies, procedures and risk assessments and implement any necessary changes.

In all cases questions to be asked:

    a) When was he/she last seen?

    b) Who was he/she with?

    c) Where might he/she have gone?

    d) Is there a College activity that he/she might be on?

    e) Has he/she been ill or injured and gone to the Doctors and or Hospital?

    f) What emotional state did he/she appear to be in?

    g) Has anything upset him/her recently?

    h) Did he/she speak to anyone about leaving?

    i) Who are his/her main friends at College?

    j) Does he/she have a mobile phone and what is the number?

    k) Is there any reason to believe he/she might have been abducted? (e.g. family custody dispute; very wealthy/prominent parents.)

Other action to consider taking

- Check that he/she is not in a hospital.
- Check his/her room for indications of how he/she is dressed, where he/she might have gone.
- Check his/her desk and waste paper bins for scribbled notes.
- Ring his/her mobile (if he/she has one).

Police response:

The Police treat all missing person reports as serious. Each risk is assessed and the following are trigger factors to be considered:

- Boy/Girl in an emotional or depressed state of mind;
- Unusual behaviour prior to disappearance;
- Boy/Girl needs essential medicine or treatment;
- Suspicion of abduction;
- Suspicion of self-harm/suicide;
- Involvement in a violent confrontation prior to disappearance;
- Previously disappeared and suffered or was exposed to harm whilst missing.

Record keeping: The College will keep a full written record of any incident of a missing student including:

- the pupil's name
- relevant dates and times (e.g. when it was first noticed that the student was missing)
- the action taken to find the pupil
- whether the Police or Social Services were involved
- outcome or resolution of the incident

- any reasons given by the pupil for being missing
- any concerns or complaints about the handling of the incident
- a record of the staff involved

A full written record of the incident will be kept on the pupil's file. Appendix 1 below will be completed as soon as practicable as each stage of the policy is reached. The responsibility for the maintenance of the form is with the College Principal.

Review: This policy shall be reviewed every year by the Principal and updates will be made as necessary, taking into account any incidents that have occurred that indicate that there may be a problem with supervision, pupil support or security at the College and any issues raised by individual members of staff, parents, agents and pupils.

Reviewed: July 2014, July 2015 and July 2016.

Next Review: 1st August 2017.

Pupil Missing Form

Pupils Name:	**Student missing from:**	
Date:	**Time when student went missing, approx.:**	
Circumstances of missing pupil:		
Member of staff reporting missing pupil:		
Missing student reported to:		**Date & time:**
Actions taken (ensure the person taking the actions and dates and times are always noted as we may need a chronological order of events):		
Escalation process, staff member in charge:		**Date & time:**
Police & or Social Services informed, when and by whom:		
Outcome of the incident (including reason for the pupil going missing):		
Follow up action taken:		
Parents / Agent informed:	(Date, time and contact number used)	
Review of the incident, learning outcomes:		
Staff involved:		