

STUDENT GONE MISSING ON OR OFF SITE POLICY

Date	Review Date	Contact
01.03.19	01.03.20	Head of School & Education

This policy is underpinned by Newbury Hall's core values as stated in our aims & ethos.

Aims

To ensure that security procedures are in place to deal with the unlikely event of a missing student. Every effort is made to ensure the safety of students while they are in the school's care, but in the unlikely event of a student going missing, our missing student procedure is followed.

Prevention

Steps have been taken to ensure that the premises and surrounding site are as secure as possible, including reviews against standards, health & safety workbooks, regular staff patrols, etc.

Students are regularly reminded at assemblies to take extra care when outside, to be aware of their surroundings, to report any strangers to a member of staff, etc. Inductions and annual reminders cover staying safe in town, where to go or avoid, how to deal with unsolicited interactions, carrying a charged phone at all times, signing in/out properly, etc.

The school's Signing In/Out Book is regularly reviewed by staff and SLT, and spot-check phone calls are made. All students are expected to sign in and out properly every time they leave and return to school premises. A CCTV / intruder alarm system is in operation on the school premises and the school boundary is fenced and gated (locked overnight).

All school staff are expected be aware of, or to be able to quickly ascertain, the whereabouts of all students in their care.

To prevent a student going missing all boarding students are checked on a roll call several times a day: at breakfast, lunch, dinner and evening/bedtime. During the day, all student absences from class (lateness, suspiciously long toilet breaks, etc) are reported by teachers to the office for immediate follow-up.

During off-site trips it is the responsibility of the trip leader to ensure that a regular register is taken. Similarly for off-site activities such as sport, the activity leader is responsible for ensuring all students go to and return from the location of the activity.

At the end of the school day, students may be allowed to leave the school premises and walk into town if they sign out, and must return to school for evening roll call.

Parents, guardians, booking offices, etc are expected to provide correct and updated personal and contact details of all students they are responsible for.

A risk assessment system with review is in place in the case of a student going missing.

A poster of the school's procedures for a student gone missing is displayed on the office notice board. See appendix 1.

Security procedures are reviewed annually by the SLT.

Training

All school staff are trained in how to deal with a student going missing during induction.

Incident report

The most senior member of staff available will write an incident report detailing: date and time of the report; students and staff members who saw the student last or reported the absence; when the student was last seen; what has taken place in the group or outing since the student went missing; the estimated time the student went missing, as well as other information required by persons or police, etc involved.

If the incident warrants a police investigation, all staff will cooperate fully. In such circumstances, the police will handle all aspects of the investigation, including interviewing staff. West Berkshire Contact, Advice and Assessment Service (CAAS) may be involved if it seems there is a child protection issue.

Managing anxiety, etc

Missing student incidents are very worrying for all concerned. Part of managing the incident is to try to keep everyone as calm as possible. Staff may feel worried about the student, especially the key person responsible for the safety of that student on the outing. They may blame themselves and their feelings of anxiety and distress may rise as the length of time the student is missing increases.

Staff may be the understandable target of parental anger and they may be afraid. The Head of School will ensure that staff under investigation are not only treated fairly but receive support if feeling vulnerable. Parents may want to blame staff and may single out one staff member over others. The Head of School can be involved when dealing with an angry parent.

Other students are also sensitive to what is going on around them; they, too, may be worried. The remaining staff caring for them need to be focused on their needs and must not discuss the incident in front of them. However, they should try to answer the student's questions honestly, but also reassure them.

In accordance with the severity of the final outcome, if a child is not found, or is injured, or worse, this may be a very difficult time and staff may need counselling and support. The Head of School will decide what action to take.

Staff must not discuss any missing child incident with the press without taking advice.

Signed:



Alex McNish, Head of School & Education, on 01.03.19

