

CHRIST'S HOSPITAL

MISSING STUDENT POLICY

Aim

The aim of this policy is to state the procedures to be followed by staff in the event that a child is deemed to be, or is suspected to be, absent or missing from where they are expected to be during the school day.

Procedures for making referrals when a child is absent for a prolonged period of time are detailed in the school's Student Attendance and Registration Policy.

Procedures for reporting when a child is removed from the school roll, or where there is a concern that a child may be Missing from Education (CME) are detailed in the school's Child Protection and Safeguarding Policy.

Introduction and context

Christ's Hospital occupies a large site and the school routines are very busy, with a wide range of activities taking place simultaneously. Currently, the great majority of students are full boarders, staying at school seven days a week, for sessions of, typically, three weeks at a time. Consequently, students have a great many commitments each week, including lessons, house rollcalls, sporting activities, music lessons and musical ensembles, other 'actives' (such as MUN, chess club and many others), academic clinics which are optional for most but mandatory for those requiring additional intervention, assemblies, Chapel services and appointments at the Medical Centre or with Learning Support, Heads of Year, tutors and others.

If a student is not where they are expected to be at a given time there is often a valid reason for this, so it is important not to panic. In the school's 24/7 environment, some students will occasionally miss a certain commitment. Proportionate efforts are made to locate a student as soon as is practicably possible, depending on the type and timing of the commitment at which the student has not arrived. In this context, a student is not immediately deemed missing from the school site if they have not appeared at certain 'actives' or appointments. This policy sets out the circumstances in which a student is absent from rollcalls, lessons, actives, fixtures or trips or is deemed missing from the school site, and the procedures that are followed in each of those circumstances.

Where reference is made to the Acute Concern List (ACL), the ACL is distributed to all staff and regularly updated; a hard copy is posted on the Common Room notice board.

Absence - morning or evening roll call, lunchtime registration, bedtime

- If a student is absent from morning or evening roll call, or, without explanation, from lunchtime registration in Dining Hall, house staff must take steps to locate the student with assistance from the matron on duty.
- If a student is absent at bedtime, the tutor on duty must immediately contact the houseparent or assistant houseparent to assist in searching the boarding house, alerting the duty SLT member to the situation.

Absence – lessons

- Students are expected to attend all lessons as a matter of course, unless they have an approved alternative commitment or appointment, or to report to matron if they feel unable to attend for health reasons.

- If a student is absent from a lesson, staff must mark them as absent in the online lesson register on iSAMS.
- If the missing student is on the Acute Concern List, staff must alert the School Office immediately by telephone or, if this is not practicable, by email, sent to attendance@christs-hospital.org.uk marked 'high importance'.
- The role of the Attendance Administrator, based in the School Office, is to monitor lesson registrations and the 'Attendance' email account, and follow up on reported absences as necessary.
- In addition, where reasonably practicable, staff should alert the School Office to other specific absences that are of concern, for example if they have reason to suspect that a student may be truanting, by emailing attendance@christs-hospital.org.uk and copying in the student's matron.

Absence – actives

- If a student is absent from an activity, staff must mark them as absent in the online actives register on SOCS.
- If the missing student is on the Acute Concern List, staff must alert the School Office immediately by telephone or, if this is not reasonably practicable, by email to attendance@christs-hospital.org.uk marked 'high importance'.
- In addition, where reasonably practicable, staff should alert the School Office to specific absences that are of concern, for example if they have reason to suspect that a student may be truanting, by emailing attendance@ and copying in the student's matron.
- Students confirmed as definitely missing should be marked as "unauthorised absent".
- The School Office and/or the Broader Curriculum Administrator will initially determine if the absence is legitimate (i.e. check the system for clashes: trips; dental appointments etc.) and alert the house staff for further investigation if necessary. In all cases the houseparent will be informed and, should there be no valid reason for the absence, the student will be entered on the BCDT system.
- If a student is injured or unfit to take part in the active, they should be sent back to house if unable to stay with the activity and the matron should be alerted. More serious cases should be dealt with via the usual channels (see also Injured Student Policy).

Absence – fixtures

Students selected to represent the school should be aware of the responsibility that comes with their selection and should always do their best to attend or communicate their absence from a fixture in plenty of time.

- If a student fails to turn up for a fixture, they should be marked as absent in the register on SOCS.
- If the missing student is on the Acute Concern List, alert the School Office immediately by telephone or, if this is not practicable, by email to attendance@christs-hospital.org.uk marked 'high importance'.
- In all cases, wherever possible, staff should alert matrons quickly that a student from their house is missing.
- Students established as missing should be marked as "unauthorised absent". Students failing to fulfil a school fixture without a legitimate reason should be referred to the Director of Sport who will meet with them to talk through the absence and determine whether they are to be entered into a Head of Year Saturday evening detention.
- When accompanying a fixture away from home, the team list can be found in SOCS. In the event of any last-minute changes to team participants, the member of staff in charge of the team should notify the School Office of this, or by informing Security who

should then inform the School Office e.g. if driving and no other adult is present to send an email. Notify School Office using attendance@christs-hospital.org.uk

- Injured students. - Those students who are on sports pass due to an injury may be able to attend a fixture to support the team and so should appear on the team list.

Absence – Trips

Students that are fortunate enough to be able to attend a host of enriching trips are unlikely to fail to attend without giving prior notice.

- If a student fails to turn up for a trip, the trip leader should contact their houseparent.
- If the missing student is on the Acute Concern List, alert the School Office immediately by telephone or, if this is not practicable, by email, sent to attendance@christs-hospital.org.uk marked 'high importance'.
- When accompanying a trip, the student participant list can be found in iSAMS, in SOCS, in Teams and in the physical Trip Folder in the School Office. If the trip departs with or without all expected participants, the trip leader should notify the School Office and the Assistant Head Broader Curriculum of this, or should inform Security who should then inform the School Office and Assistant Head e.g. if driving and no other adult is present, to send an email. Notify School Office using attendance@christs-hospital.org.uk

Procedures when a student is deemed to be missing from the school site

In the event of a student deemed to be missing from the school site, the procedure below is to be followed.

- Arrange for the boarding house to be checked to ensure the student is not in any rooms, with the matron, in the toilet or bathroom etc.
- Check the immediate area around the house and check with the Medical Centre in case the student has gone there.
- Contact the houseparent if not already informed. The houseparent should attempt to contact the student by mobile phone and Teams and talk to the student's friends, to see if they know anything about their possible whereabouts or if they can contact the student via social media.
- If after approximately one hour the student cannot be located, alert the duty SLT member who will take charge of the situation. All information should be passed to and co-ordinated by the duty SLT member who will give instructions, depending on the specific circumstances of the situation.
- Contact the Security team, who will check relevant CCTV recordings, including those of site exit points, and where Security/Reception staffing levels allow, assist the duty SLT member and other staff as required in a site wide search, including other boarding houses, which should be alerted to the missing student. Other support service departments, especially those providing a site wide mobile presence, such as the Grounds and Buildings Maintenance teams, will be alerted by Security to assist in the search.
- If after approximately two hours, or as otherwise appropriate, the student cannot be located, the duty SLT member will inform the Head, parents and the police (in this order). This will initiate a wider search and formally recognise the student as missing. Details of the search procedures that have been conducted so far and a description of the student should be given to the police, including details of the last verified sighting.
- Liaise with the police as required.
- Advise the duty SLT member as soon as the student is found.

- When a situation has been resolved with police involvement, a written record should be made within 24 hours and provided to the Designated Safeguarding Lead, Head Teacher and the Deputy Heads for filing.

Procedures when a student is deemed to be missing during a school trip

In the event of a student deemed to be missing during a trip off site, the procedure below is to be followed.

- Confirm that the student was part of the group that departed from school and/or identify the last roll call at which the student was recorded as present.
- Depending on the location of the group when the student is discovered to be missing, take immediate steps to check whether they are in the immediate vicinity, for example, by checking adjacent areas inside or around a building or sending another student to check nearby toilets.
- Consider if the student could have simply become accidentally separated from the group and at which points in a journey this could have happened.
- If the students on the trip are carrying phones (this depends on the nature of the trip), attempt to contact the missing student.
- Talk to other students in the group, especially to the missing student's friends, to see if they know anything about their possible whereabouts or if they can contact the student by social media.
- Once these steps have been taken, alert the duty SLT member who will take charge of the situation. All information should be passed to and co-ordinated by the duty SLT who will give instructions, depending on the specific circumstances of the situation.
- If an applicable building appears to have CCTV and Security staff presence, ask to view relevant CCTV recordings.
- If the student cannot be located, the duty SLT member will inform the Head Teacher, parents and the police (in this order). This will initiate a wider search and formally recognise the student as missing. Details of the search procedures that have been conducted so far and a description of the student should be given to the police, including details of the last verified sighting.
- Liaise with the police as required.
- Advise the duty SLT member as soon as the student is found.
- When a situation has been resolved with police involvement, a written record should be made within 24 hours and provided to the Designated Safeguarding Lead, Head and the Deputy Heads for filing.

Related policies:

- Child Protection and Safeguarding Policy
- Student Attendance and Registration Policy

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