



Ripon Grammar School

MISSING STUDENT POLICY

Statement

The welfare of all of our students at Ripon Grammar School 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 students safe at all times. It is therefore, the responsibility of staff to search actively for students who are missing, including working with the police where appropriate.

All students are registered before school starts in the mornings. Registration is taken again during all lessons and at afternoon registration.

For the purposes of this policy, the term 'missing' refers to a student being not present without authorisation or explanation.

On occasions when a staff member identifies a student as missing from their expected location, immediate action is required as outlined in the procedures below. Communications with parents and the appropriate services, particularly the police, are an integral part of the procedure and all instance of a missing student must be reported to the Headmaster, Senior Houseparent or member of the Senior Leadership Team and the appropriate investigations made.

This policy applies to all members of the RGS community, including boarders. RGS is fully committed to ensuring that the application of this policy is non-discriminatory in line with the Equalities Act (2010). RGS seeks to implement this policy through adherence to the procedures set out in the rest of the document and should be read in conjunction Child Protection policy This documentation also complies with the National Minimum Standards for Boarding (2015) Staffing and Supervision.

The Boarding Community follows whole school guidance for responding to a missing student. In addition, duty staff are reminded of the following guidelines for responding to a missing boarder. Clearly, if there are any circumstances that are known that may alter the response, then different action may be taken if more appropriate to the situation. Much will depend on the age, personality and background of the student(s) missing. It is always best to consider the situation fully, gaining as many hard facts as possible and then respond calmly.

Boarders whereabouts are checked at three times during the day, (breakfast, tea and bedtime) and these are of crucial importance for making sure that all boarders are accounted for.

Boarders may also be unexpectedly absent when returning from leave or when returning home. In these circumstances, allow time for the journey normally taken to have occurred with delays, try to

contact the missing individual (s) in person and contact parents/ guardians to find out when they left or if they left.

In all circumstances in addition to the Policy below, boarding staff should explore the following questions:

1. At the first sign of a missing pupil, check when they were last seen and where? Where could they have gone? Does anyone have any idea where they might be?
2. Which Boarder last saw them?
3. Were they alone? What were they wearing?
4. Do they have a mobile phone and are they contactable?
5. If it has become clear that there is no explanation for the absence of the pupil, take into account the time of day and try to ascertain as accurately as possible how long the student has been missing and ask his friends what sort of mood he was in.
6. At this time the procedures laid out in the policy below should be followed.

Procedure: Missing Day Students

A student may be identified as missing:

- After an absence at morning registration is not confirmed by the Reception staff's contact with home.
- By a report of a missing child by a fellow student or member of staff.

Any member of staff discovering a discrepancy must immediately notify the School Reception who will:

- Contact and make the necessary check such as the tutor/teacher to assess whether the absence is expected, First-Aid room to check for any known medical emergency. Check all lists of trips out of School and check the signing out books in the School office.

If the student is still found to be missing, the School Reception will immediately:

- Inform the Headmaster or Deputy Head or SLT members, who will initiate and oversee a search of the site.
- The Senior Member of Staff will 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.

If the site search fails:

- Parents will be informed, and in some cases a search of local roads will be made on foot, or by car, by available staff and parents as appropriate.
- On completion of this and any subsequent searches made over the day parents will continue to be informed of progress.
- At his discretion, the Headmaster will arrange for the police to be informed.

If the student is found, or the incident is otherwise resolved:

- The Headmaster will be directly informed by the School Reception.

- The Police will be informed if they have been involved.
- The incident log will be kept on the student's file

Procedure: Missing Boarders

During the school day, the procedure is the same as that for a missing day student, but includes:

- Contact the senior houseparent and duty houseparent

A Boarder may be identified as missing if their whereabouts cannot be confirmed visually, from information provided by the student or students with regard to their movements, the sign-in book or contact by telephone with them or their parent.

Staff discovering a discrepancy must:

- Notify the Boarding Houseparent and/or the duty boarding staff member
- Attempt to ascertain whereabouts from friends.
- Attempt to contact the student on his/her mobile phone.
- Arrange a check of the School grounds.
- Contact staff who might previously have taught the student that day (if a weekday).
- Check the list of trips and activities out of School.

If a student is still missing, the staff should:

- Inform the Headmaster, or on his absence the Deputy Head and the SLT duty staff.
- Check for any known circumstances that might have led to the student being missing.
- Contact their parents (with due regard for time zones).
- Contact duty staff, and request assistance as appropriate.
- If necessary a search of local roads, shops etc. should be made on foot or by car where appropriate.

On completion of this and any subsequent searches made, the Headmaster and parents/guardians will continue to be informed of progress. The Headmaster (or in his absence, the Deputy Head or Senior Houseparent will arrange for the Police to be informed.

If the student is found, or the incident is otherwise resolved:

- The Headmaster, Parents, Deputy Head and Senior Houseparent will be directly informed by the Boarding staff.
- The Police will be informed if they have been involved.
- The incident log will be kept on the student's file.

After the Incident

- The Senior member of staff involved will sensitively discuss with the child's parents the events surrounding the disappearance of the child.
- The Housemaster or Deputy Head will carry out a full investigation taking written statements from all the staff present at the time.
- The incident report will detail:
 1. The date and time of the report
 2. What staff/children were in the group/class

3. When the child was last seen in the group/class/boarding house
 4. What has taken place in the group/class/boarding house since then and the time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened and, if appropriate, procedures (including risk assessments and training) may be updated.

MJ Murray

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