



Ripon Grammar School

Missing Student Policy

1. Introduction

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 with the Child Protection policy. This documentation also complies with the National Minimum Standards for Boarding (2015) Staffing and Supervision.

2. Policy

- The welfare of all of our students at Ripon Grammar School is paramount.
- 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 actively search for students who are missing, including working with the police where appropriate.
- All students are registered before school starts in the mornings during form time. Registration is taken again during all lessons. There are additional registers during boarding hours for boarders. Boarders are registered before breakfast at 07.40, after school at 16.15 and at 20.50.
- For the purposes of this policy, the term 'missing' refers to being not present without authorisation or explanation.
- Communication with parents and the appropriate services, particularly the police, are an integral part of the procedure and all instances of a missing student must be reported to the Headteacher, or in their absence, a member of the Senior Leadership Team and the appropriate investigations made.
- **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.**

3. Procedures

3.1 Missing Day Students

3.1.1 A student is identified as missing:

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

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

- Contact and make the necessary checks with the tutor/teacher to assess whether the absence is expected;
- Liaise with School Nurse to check for any known medical emergency; and
- Check all lists of trips out-of-school and check the signing-out books in the school office.

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

- Inform the Headteacher, or in their absence, the DSL/DDSL, who will initiate and oversee a search of the site;
- Advise all teachers due to teach the student later that day that they must immediately inform the reception if the student appears.

3.1.4 The Headteacher or DSL/DDSL (see paragraph 3 above) overseeing the search:

- Will coordinate and make the necessary search over the school grounds; and
- Should explore the following questions:
 1. Where and when was the student last seen?
 2. Which student(s) last saw them?
 3. Were they alone? What were they wearing?
 4. Do they have a mobile phone and are they contactable?
 5. Is the student identified as vulnerable?

3.1.5 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; and
- The Headteacher or DSL/DDSL overseeing the search will arrange for the police to be informed. Police will be contacted if a student has been missing for **2 hours**.

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

- The Headteacher and DSL/DDSL will be directly informed by the School Reception.
- The Police will be notified if they have been involved.
- The incident log will be recorded on CPOMs.

3.2. Missing Boarders

3.2.1 A Boarder is identified as missing if their whereabouts:

- Cannot be confirmed visually
- From information provided by the boarder or boarders with regard to their movements
- The sign-in book or contact by telephone with them or their parent during boarding hours [16.00-08.45].

During boarding hours, a missing student is classed as a missing boarder and the below procedures should be followed:

3.2.2 Any member of Staff discovering discrepancy must:

- Notify the Assistant Headteacher: Boarding and the duty boarding-staff member;
- The Assistant Headteacher: Boarding, or in his/her absence, the duty boarding-staff member, will oversee the search.

3.2.3 The following steps should be taken, as part of the search, together with any further steps that, in the circumstances, are deemed appropriate:

- Attempt to ascertain whereabouts from friends.
- Attempt to contact the boarder on his/her mobile phone.
- Arrange a check of the school grounds.
- Contact staff who might previously have taught the boarder that day (if a weekday).
- Check the list of trips and activities out of school.
- Boarding staff on duty should explore the following questions:
 1. Where and when was the boarder last seen?
 2. Which boarder(s) last saw them?
 3. Were they alone? What were they wearing?
 4. Do they have a mobile phone and are they contactable?
 5. Is the boarder identified as vulnerable?

3.2.4 If a boarder is still missing, the staff should:

- Inform the Headteacher, or in his absence the Dep Deputy Head [DSL].
- Check for any known circumstances that might have led to the boarder 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. Boarders must never be sent to search for other boarders.

3.2.5 On completion of this and any subsequent searches made, the Headteacher and parents/guardians will continue to be informed of progress.

3.2.6 The Headteacher (or in his absence, the Assistant Headteacher: Boarding) will arrange for the Police to be informed. Police will be contacted if a boarder has been missing for 2 hours.

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

- The Headteacher, Parents and Assistant Headteacher: Boarding will be directly informed by the boarding staff.
- The Police will be notified if they have been involved.
- The incident log will be kept on the student's file.

3.2.8 After the Incident:

- The most senior member of staff involved will sensitively discuss with the boarder's parents the events surrounding the disappearance of the boarder.
- The Assistant Headteacher: Boarding or when appropriate, the DSL, 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; and
 2. What staff/boarders were in the group/class
 3. When the boarder 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 boarder 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.

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