

STUDENT GONE MISSING ON OR OFF SITE POLICY

Date	Review Date	Contact
01.09.18	01.09.19	Principal

We believe it is essential to have in place excellent school security systems to prevent pupils going missing from the school or when they are on an educational visit. There is a separate policy for school visits, which is not superseded by this.

Aims

To ensure that security procedures are in place to deal with the unlikely event of a missing student.

School background and measures

At Newbury Hall, the student's safety is considered the highest priority at all times both on and off the premises. Every attempt is made through following the excursion procedure and the school based procedures to ensure that the security of students is maintained at all times. In the unlikely event of a student going missing, our missing student procedure is followed.

Prevention:

Every effort is made to ensure that safety of the students while they are in the School's care. Every member of staff has equal responsibility in ensuring the safety of the children and knowing where they are. Steps have been taken to ensure that the premises and surrounding site are as secure as possible.

At the start of every term, the Principal, Lead Educator or Student Services Manager will discuss with the children the need to take extra care when outside, to be aware of their surroundings and to report any strangers to a member of staff. The pupils will be told what the boundaries are and where they can and cannot go.

To prevent a student going missing all boarding students are checked on a roll call three times a day, at breakfast, at lunch and at bedtime, and all student absences are reported by their subject teachers in each class during the day.

When there is a trip off the School premises then it is the responsibility of the staff taking the trip to ensure that a regular roll call is made. See the Excursion/Trip policy for further details.

At the end of the school day students are allowed to leave the school premises and walk into town if they sign out. They must return to the school no later than 7pm for roll call. There is a digital CCTV system in operation which covers the school premises.

Student going missing from the school premises:

- If the student is missing from a lesson, teachers will contact the office to check the student's whereabouts. If there is no legitimate reason for an absence, the office will contact the Residence or host family, check if the student is in his/her bedroom and check breakfast registration.
- If a student is missing from registration in the evening the Houseparent on duty should check if the student has signed out for the afternoon and has signed back in. The Houseparent should also check if the student has an evening commitment.

Role of the Principal**The Principal will:**

ensure that everyone connected with the school is aware of this policy;
ensure that all security devices are operational;
regularly review all aspects of school security with the Proprietor and the Student Services Manager;
be responsible for ensuring funding from the Proprietor is in place to support this policy;
be responsible for the effective implementation, monitoring and evaluation of this policy
ensure that security measures are in place and are effective;
ensure that all school staff are aware of security procedures and their roles in the implementation of the policy;
monitor and evaluate the effectiveness of this policy;
annually report to the Proprietor on the success and development of this policy

Role of the SLT**The SLT will:**

monitor security procedures;
undertake and coordinate security risk assessments;
consider all suggested ideas from school staff, parents, students and visitors for improvement;
inform parents of new and improved security measures

Role of the Proprietor**The Proprietor will:**

work closely with the Principal and the Student Services Manager;
ensure this policy and other linked policies are up to date;

Role of School Staff

All school staff will:

be aware of and abide by this policy;
be aware at all times of the location of students in their care or under their supervision;
undertake appropriate training in security procedures if required;
inform and remind students of security procedures such as the challenging of unidentified school visitors;
remind students that they should not leave the school premises or to wander off while on an educational visit;
SLT will routinely undertake checks of the signing out register to ensure that it is used appropriately and effectively.

Role of Students

students must be aware of and abide by all security measures that are in place;
before leaving the premises, students must sign-out and indicate where they are going;
on their return to the school, students will sign-in

Role of Parents and ETOs

Parents and ETOs must:

ensure they provide correct and updated contact details;
be aware of school security procedures

Risk Assessments

Risk assessments are:

in place in the event that a student should go missing on or off site;
reviewed if a student should go missing

Reducing Risk of a Missing Student

All security procedures must be reviewed annually by the SLT.
All relevant school staff must be aware of the following:

entrances and exits are secure;
windows are secure;
challenging and dealing with unauthorised people on the school site;
alarms are switched on;
outside lighting is switched on;
security of valuables and personal possessions;
visitors and contractors wearing identification badges

Procedures to Follow in the Event of a Student Going Missing

In the event of a student going missing in school:

- Inform the Principal
- Check the signing out book
- Ring the student's mobile phone
- Search the premises
- Check the CCTV footage
- Question staff and students
- Search the immediate area surrounding the school
- If the student is still not found after all the above and at least one hour has elapsed, then contact the police giving full details of the student and photo
- Contact the student's parents
- When the student is found review security procedures and write an individual risk assessment

In the event of a student has gone missing off site:

- Inform the excursion leader
- Ring the student's mobile phone
- Notify the school
- Search the immediate area surrounding the point at which the student was last seen
- If the student is still not found then contact the police giving full details of the student and photo
- Contact the student's parents
- When the student is found review security procedures and write an individual risk assessment
- When the student is located inform all parties that they may 'stand down'.

Training, reporting and managing anxiety

All school staff will be trained in how to deal with a student going missing.
Staff should remain calm and do not let the other students become anxious or worried.
A full investigation will be carried out, taking written statements from all the staff.

The most senior member of staff available will write an incident report detailing:

- The date and time of the report.
- The students and the staff members who saw the student last or who 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.
- A conclusion is drawn as to how the breach of security occurred.

If the incident warrants a police investigation, all staff will co-operate 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 likely that there is a child protection issue to address.

Managing people:

Missing student incidents are very worrying for all concerned. Part of managing the incident is to try to keep everyone as calm as possible. The staff will 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 will 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 Principal will ensure that staff under investigation are not only fairly treated but receive support when feeling vulnerable. Parents may want to blame staff and may single out one staff member over others. The Principal should always be involved when dealing with an angry parent.

The 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 answer the student's questions honestly but also reassure them. In accordance with the severity of the final outcome, staff may need counselling and support. If a child is not found, or is injured, or worse, this will be a very difficult time. The Principal will use his discretion to decide what action to take. Staff must not discuss any missing child incident with the press without taking advice.

Raising Awareness of this Policy

We will raise awareness of this policy via some or all of the following:

- the school website
- the Staff Handbook
- reports such as Principal reports to the Proprietor

Monitoring the Effectiveness of the Policy

Annually (or when the need arises) the effectiveness of this policy will be reviewed by the Principal and the Proprietor and the necessary improvements will be made.

Signed:

Date: 01/09/18



Jon Crocker
Principal