**MILC**

**Missing Student Policy**

# Policy Statement

When a child goes missing or runs away they are at risk. Safeguarding children includes protecting them from this risk. Children’s safety is maintained as the highest priority at all times both on and off the premises. In the unlikely event of a student going missing, our missing student procedure is followed.

# Students registered absent from a lesson

* All students are registered electronically for each lesson within the first 10 minutes of the start of the lesson.
* If a student is missing from a lesson, office staff will immediately telephone the student.

# If a student is judged to have ‘gone missing’ from school:

The fact that the student is missing will be reported to School Reception who will inform MILC management who will coordinate the procedure.

* Attempts will be made to contact the student by mobile phone.
* The Boarding Supervisor will arrange a thorough search of the buildings and immediate grounds.
* The Boarding Supervisor will arrange a visual search of the surrounding area.
* Registers will be monitored to ensure that no other students are missing.
* Staff and the student’s peers will be questioned to establish where and when the student was last seen and / or to understand why the student may have gone missing.
* If the student may be at serious risk or is missing in suspicious circumstances, MILC management will contact the police to report the student missing immediately. This applies to all boarding students if they have been missing for more than 60 minutes.

# If a student goes missing from an outing:

As soon as a student is reported to be missing, staff will ask students to stand with their designated Adult-in-Charge and carry out a head count. Staff will carry out a search of the immediate area and try to contact the student by mobile phone.

* The trip leader will be informed and they will inform School Reception who will alert MILC management. If the incident occurs out of school hours the designated Adult-in-Charge will coordinate the response.
* If the student is missing for more than 60 minutes the trip leader will contact the police and will remain in phone contact with the police and MILC management. This may be earlier if the student is felt to be vulnerable, may be at serious risk or is missing in suspicious circumstances.
* If possible, the remaining students will be taken back to MILC or to a safe area.

# When the student is found:

* A member of staff will care for the student and establish what happened. The student may be distressed and need to be comforted and the health and welfare of the student will be the immediate concern. Medical treatment will be arranged where appropriate.
* In light of what the student says about returning to the boarding house, and in relation to any previous knowledge and/or strategy meeting, the decision as to whether it is safe for the student to return to the boarding house must be made and the reasons for the decision recorded.

**After the Incident:**

* MILC management and relevant staff will discuss the events surrounding the disappearance of the student.
* Where a child indicates or there is suspicion that a criminal offence has taken place either during the absence or leading to the absence the Police must be notified.
* The student will meet with MILC management. They will discuss the incident and ensure that appropriate support is put in place (eg problem solving, counselling).
* Correspondence will be sent home outlining the circumstances of the incident.
* If a student shows a pattern of going missing from school or, under some circumstances following a single incident, MILC management may put in place a risk assessment for that student. This will be distributed to those with pastoral care who will be responsible for ensuring that members of staff who plan trips are made aware of this situation.
* Staff will talk to all students to ensure that they understand that they must not leave the group/building.
* The Boarding Supervisor should complete a Missing Student Form and submit it to MILC management. This should include statements taken from students and staff involved in the incident. All incidents should be recorded along with any completed forms.
* Any appropriate agencies should be contacted by MILC management depending on the nature/severity of the incident.

**Missing Student Form**

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| Name of student | Date |
| Part 1 Details of circumstance where student went missing | |
| Actions of staff on duty – who informed | |
| Immediate support provided on student being located | |
| Staff details  Date | |
| **Part 2** Details of investigation of incident | |
| Further support provided | |
| Further actions as a result of the incident | |
| Senior staff completing record  Date | |