



# Missing Student and Children Missing Education Policy

This policy was approved and ratified by

Cox Green School

On 13<sup>th</sup> March 2018

Version	Authorisation	Approval Date	Effective Date	Next Review
1	Full Governing Body	Dec 14	Dec 14	July 2015
1.1	Cox Green School	7/6/16	7/6/16	June 2019
1.2	Cox Green School	1/12/17	1/12/17	Dec 2020
1.3	Cox Green School	13/3/18	13/3/18	March 2021



## **1. Introduction**

The safety and security of the student in our care at Cox Green School are paramount. Every care is taken to ensure that the student are accounted for at all times when they are in our care. Staff maintain the appropriate high level of supervision throughout the session and are aware of the location of the student in their care at all times.

## **2. Registers**

Students come into school and make their way to their tutor room.

Registers are taken on the schools electronic registration system on SIMS. If SIMS is not available paper registers are distributed.

Each student who arrives at school is registered first thing at morning registration at 8.40am.

Registers are taken again at the start of each teaching period at 8:45, 9:50, 11:20, 12:25 and 13:55

## **3. Students who are absent without parental notification**

The Attendance Officer monitors the completion of the 1<sup>st</sup> morning register. Attendance marks are updated and then an 'unexplained absence report' is run. A text message is then sent to the priority 1 contact. If no response is received then a phone call is made to priority contact 1. If no reply is obtained contact, 2, 3 and 4 are telephoned until contact has been made. The school will request 4 emergency contact numbers for each student. The unexplained absence report goes into the fire evacuation folder. Any remaining unexplained absences will then receive a home visit from the SAFE team. Based on the outcome the absence is explained, the student comes into school or children's services/the Police are made aware.

## **4. Students missing during offsite activities**

Trip Leaders use risk assessments to maximize the safety and security of the student in accordance with the school's Offsite Activities and Trips policy.

Risk assessments are carried out for all offsite activities and trips.

A list of all the students' names on the trip is carried by the trip leader.

Students may be split into small groups according to the activities, age of students and staff ratios.

According to numbers and the activity students may be split into smaller groups with a responsible staff member.

The number of student is checked regularly by frequent roll calls.

In the event that after a roll call or at another time it is noticed that a student has gone missing, the procedures in paragraph 5 'Procedure to be followed in the event of a missing student' will be followed.



## 5. Procedure to be followed in the event of a missing student

- a. Establish as much information as possible including:
  - When was student last seen?
  - Where was student last seen?
  - Who saw the student last?
  - Where might the student have gone?
  - Has the student signed out?
  - What were they wearing?
  - Is there a school activity the student may be on?
  - Has the student been ill or injured and is with a First Aider?
  - What emotional state was the student in when last seen?
  - Has anything upset the student recently?
  - Did the student speak to anyone about leaving school site?
  - Who are the student's friends at school?
  - Does the student have a particular friend?
  - Does the student have a mobile phone and what is the number?
  - Is there any reason to believe the student might have been abducted? (e.g. family custody dispute)
  - Has the access control system that controls all gates and doors been checked?
  - Has the school CCTV system covering gates and exits been checked?
- b. Based on this information, the SAFE Manager will investigate the location of the last known whereabouts. The other SAFE Managers will search the immediate vicinity or school grounds. Going to places at which the student was last seen, tracing the routes that they may have taken.
- c. Other students should be kept calm and continue with activities as appropriate.
- d. If student found, provide counselling if necessary and establish what happened.
- e. Inform other agencies as appropriate.
- f. If not readily found, contact the Designated Safeguarding Officer.
- g. Contact Police, giving full details, i.e. last known whereabouts, time, description, age, name, any distinguishing features. Provide photograph if available. The Police treat all missing person reports seriously. Each risk is assessed and the following are factors to be considered:
  - Student in an emotional or depressed state of mind;
  - Unusual behaviour prior to disappearance;
  - Student needs essential medicine or medical treatment;
  - Suspicion of abduction;
  - Suspicion of self-harm/suicide;
  - Involvement in a violent confrontation prior to disappearance;
  - Previously disappeared and suffered or was exposed to harm whilst missing.
- h. Notify parents on the advice of the Police.
- i. Follow Police guidelines and offer complete co-operation.
- j. Obtain witness statements from all staff and students involved.
- k. When the situation has been resolved, the Headteacher and SLT will review the reasons for this event happening and revise measures if necessary.



## 6. Record Keeping

The School will keep a full record of any incident of a missing student including but not only:

- a. Name, date of birth, address and other basic personal information;
- b. Relevant dates and times (e.g. when it was first noticed that the student was missing);
- c. The action taken to find the student;
- d. Whether the Police or Social Services were involved;
- e. Outcome or resolution of the incident;
- f. Any reasons given by the pupil for being missing;
- g. Any concerns or complaints about the handling of the incident
- h. A record of the staff involved.

The full record of the incident will be kept on the students file.

## 7. Children Missing Education (CME)

***Staff need to be clear on the difference between Cox Green students who are missing and Children who are Missing Education. Reference should be made to the Keeping Children Safe in Education guidance 2016.***

### Who are Children Missing Education?

Children of compulsory school age who are:

- a. Not on a school roll (not including children who are going through the school admissions process)
- b. Not being educated in an alternative provision
- c. Not being educated at home

There are many reasons why children sometimes are missing or appear to be missing education. Some never start school when they reach the statutory age, others move without anyone advising the present school of a destination and some fail to register with a new school when they move into a new local authority.

Parents and Local Authorities have a responsibility to ensure that those of compulsory school age have continuity of their education.

Cox Green School will establish and record destinations for all pupils whose names are removed from school admissions registers.

A child or young person who may be missing education might not have only their educational development at risk but also their safety and wellbeing.

### Why do children go missing from education?

The most common reasons are:

- they don't start school when they reach school age;
- they don't transfer to high school when they should;



- the family moves house regularly or becomes homeless;
- the family have experienced domestic violence and especially if this means time spent in refuges;
- family breakdown or domestic difficulties;
- parents “withdraw” children from school due to a dispute or disagreement;
- no school places are available when family moves to a new area;
- parents decide to home educate unofficially i.e. without the local authority knowing.

If a member of staff becomes aware of a child missing education who does not fit the categories stated in paragraph 6a-6c above they should report this to the Inclusion Leader who will report this to the Education Welfare Team at the local authority.

### **7. Communication of policy**

The Policy is published on the school website and the school intranet “Sharepoint”

### **8. Evidence of implementation**

The Inclusion Senior Lead will report back to the Senior Leadership team as requested.

### **9. Review of policy**

This policy shall be reviewed every 3 years by the Leadership Team of Cox Green School.