



Policy Title:	Missing Student Procedure
Version:	1.3
Member of Staff Responsible:	Headteacher
Approval Level:	Governing Body
Status:	Statutory
Date adopted by governing body:	June 2011
Cycle of Review:	3 years
Date for next review:	Jan 2026

Change Record

Version	Date	Description
1.1	Oct 2017	Terms updated – Student services and Executive Headteacher/Head of School
1.2	November 2020	Changes to staff responsible, removal of executive headteacher
1.3	January 2023	Added detail for contacting the police, updated nomenclature and adding detail to our reporting systems.

“Settle College promotes the safeguarding and welfare of children in its care; all policies support the “Child Protection Policy”

MISSING STUDENTS PROCEDURE

1 General Statement

Students should never be allowed to leave the premises during school time without the permission of the Headteacher (or other delegated person). It is possible that on some occasions a student may leave the premises without such knowledge or permission and this policy is put in place to ensure that every action possible is taken to ensure the quick and safe return of the student to College.

2 Objectives

- To locate any missing student quickly;
- To ensure that all students are kept safely on the College premises during College hours unless they have the Headteacher (or other delegated person's) permission to leave;
- To ensure that all students who leave College during College hours only do so with the permission of the Headteacher (or other delegated person) and the permission of the parent or carer;
- To ensure that teachers and staff keep students under appropriate supervision at all times;
- To ensure that if a student "goes missing" during the College day, every realistic effort is made to locate them as quickly as possible and to return them to College – in such an instance parents or carers will also be informed.

3 Procedures

It is the duty of all staff to ensure that students are safe and appropriately supervised (according to their age) during the College day. However, should it be noted that if a student is missing staff will:

- Notify Reception, who will ask HOYs/On Call to investigate;
- The member of staff will check with reception that the student is not participating in some other authorised activity;
- The member of staff will search the College building and check the CCTV;
- In the event of the student not being located, College will inform the parents or carers and (if appropriate) the police where this has gone beyond an hour for all students, or in line with any risk assessment for those of greater concern;
- The incident will be logged on Arbor and CPOMS.
- Once located all parties contacted to be informed.

4 Outcomes

The safety of all students will be given our highest priority. A missing student is and should be an extremely rare occurrence. This policy aims to put in place swift, appropriate and effective actions to locate missing students and to inform the appropriate people concerned. Details shall be recorded and actions put in place to ensure the safety of all students. This may require an immediate parental meeting, but not limited to that.