



## Missing Student Policy

<b>Related documents include:</b>
<ul style="list-style-type: none"><li>• Student Handbook</li><li>• Exeat Policy</li><li>• Bedcheck Policy</li></ul>
<b>Legal Status:</b>
<b>Monitoring and Review</b>
<ul style="list-style-type: none"><li>• This policy will be subject to continuous monitoring, refinement and audit by the Principal</li><li>• The Principal will undertake a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.</li></ul>
<ul style="list-style-type: none"><li>• The next official date for review is <b>January 2022</b></li></ul>

### Introduction

Abbey College School Child Missing Child Policy applies to all students. The procedures described comply with the Independent Schools Standards Regulations (The Education Independent School Standards) (England) Regulations 2015, as amended as from December 2014 also known as the registration standards or ISSRs and the National Minimum Standards for Boarding Schools (made under section 87 of the Children Act 1989 (NMS)). These regulations are laid down by the Department for Education.

In addition, this policy also complies with procedures followed by the West Mercia Police.

In accordance with these regulations, Abbey College in Malvern makes its policies available to parents and prospective parents on the public area of the school's website – [www.abbeycollege.co.uk](http://www.abbeycollege.co.uk); printed copies can be made available on request to the Head or viewed in school.

The welfare of all of our pupils at Abbey College Malvern is our paramount responsibility. Every adult who works at the school has been trained to appreciate that he or she has a key responsibility for helping to keep all of the pupils safe at all times. In the College, systems are in place to follow up any absence speedily at all times.

### Action to be taken if a student is missing

**A missing student is regarded to be anyone whose whereabouts cannot be established and where the circumstances are out of character or the context suggests the person may be subject of crime or at risk of harm to themselves or another.**

Produced by:	LK	Date:	29/11/2017	Checked by:	JM	Date:	30/01/20	Approved by:	MW	Date :	31/01/20
--------------	----	-------	------------	-------------	----	-------	----------	--------------	----	--------	----------



# ABBNEY COLLEGE IN MALVERN

## PROCEDURES

- If a student is missing from morning registration, lesson or other school based activity, dinner registration or bed check, the staff member responsible should, in the first instance, ask other students in the class/group/house if the whereabouts of the missing student are known (and satisfy themselves that any information from students is accurate).
- It is important that, whilst students understand the seriousness and urgency of the situation, calm is maintained so that accurate information can be gleaned.
- If the student is absent for more than 5 minutes during class time, the staff member should contact Welfare/Student Services. In the absence of a member of staff in Student Services, the staff member should contact Principal.
- If the student is absent during prep or a school based extra-curricular activity, the staff member must contact Welfare or Student Services. In their absence, the Principal is the next point of contact.
- Senior staff and all available staff should check security cameras and search the immediate area and high-risk areas if appropriate (swimming pool, surrounding woods).
- Friends of the missing student should be interviewed so that the last known sighting of the student may be determined.
- The student's bedroom should be checked so as to establish if there is any evidence/clues suggesting the whereabouts of the student.
- The Principal, or the Bursar in his absence, may contact the parents/guardian at any point to find out any relevant information from them, if appropriate.
- The Principal, or the Bursar in his absence, should contact the police as soon as it has been ascertained that the student is missing - this should be within two hours.
- The pupil's guardian and or parents as well as the agent will be notified by the Principal within 4 hours, unless advised otherwise by LA or police.
- Social Services should be contacted by the Principal within 4 hours.
- Staff should continue to search even after the police have been notified. A senior member of staff should have oversight of the search.
- In the event that there is conclusive evidence that the missing student may be in any harm, the response time (notifying the police, social services) should be limited to between 10 mins to half an hour depending on the severity of the situation.

Produced by:	LK	Date:	29/11/2017	Checked by:	JM	Date:	30/01/20	Approved by:	MW	Date :	31/01/20
--------------	----	-------	------------	-------------	----	-------	----------	--------------	----	--------	----------

Abbey College in Malvern Ltd (Number 08661073)

Registered in England and Wales. Registered office: 6 Manor Park Business centre, Mackenzie Way, Cheltenham, Gloucestershire, GL51 9TX  
Member of ENGLISH UK, Accredited by the British Council for the teaching of English as a Foreign Language, DfES Reg. No. 8856026



# ABBHEY COLLEGE IN MALVERN

Produced by:	LK	Date:	29/11/2017	Checked by:	JM	Date:	30/01/20	Approved by:	MW	Date :	31/01/20
--------------	----	-------	------------	-------------	----	-------	----------	--------------	----	--------	----------

**Abbey College in Malvern Ltd** (Number 08661073)

Registered in England and Wales. Registered office: 6 Manor Park Business centre, Mackenzie Way, Cheltenham, Gloucestershire, GL51 9TX  
Member of ENGLISH UK, Accredited by the British Council for the teaching of English as a Foreign Language, DfES Reg. No. 8856026