ABBEY COLLEGE IN MALVERN
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Missing Student Policy

Related documents include:
• Student Handbook • Exeat Policy • Bed check Policy • ISA Boarding standards
Legal Status:
• Keeping Children Safe in Education 2024 • Working together to Safeguard Children 2018
Monitoring and Review
• This policy will be subject to continuous monitoring, refinement and audit by the Welfare Manager. • The Welfare Manager 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.
• The next official date for review is **September 2027**

Introduction

Abbey College 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 2014, as amended as from December 2015 also known as the registration standards or ISSRs and the National Standards for Boarding Schools 2022.
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; printed copies can be made available on request to the Principal or viewed in college.
The welfare of all of our students 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.

Abbey College in Malvern Ltd (Number 08661073)
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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 the Welfare Team. In the absence of a member of staff in Welfare, the staff member should contact the Principal.
- If the student is absent during prep or a school based extra-curricular activity, the staff member must contact the Welfare Team. 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 are 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 Local Authority 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 minutes to half an hour depending on the severity of the situation.

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