

### **Missing Person policy**

Parents are expected to contact the College to explain their daughter's absence daily.

If a pupil/student is not registered or is not where they are expected to be at the start of the day and no contact has been made by parents, contact is made with parents via the school office (Senior School and Melrose separately).

In addition to morning and afternoon registration, all teaching colleagues are responsible for registering their class or group at the beginning of every lesson or school session.

#### **The Pre-School Department and Melrose**

As soon as any pupil from the Pre-School Department to Melrose (Form III) is identified as being missing without authority (e.g. after registration, by colleagues during lessons, activities, break times or games, or by colleagues at register/roll calls), the following action is to be taken:

#### **Action**

- i. Immediately inform the Head Teacher of Melrose (in person or by phone on 721338/ ext 2205) or Deputy Head Teacher of Melrose who will take responsibility for the investigation.
- ii. Inform School Office, who will inform the Principal
- iii. Head Teacher to oversee the co-ordination of a staff search party. Pupils, as far as possible, are not to be used in such a search. Grounds and buildings to be searched whilst:
  - Office colleagues check registration data (ascertain the time the pupil was last registered present), Senior School (for lessons taught outside of Melrose), authorised trips away from Melrose, timetable changes etc.
- iv. Head Teacher or Deputy Head Teacher of Melrose to alert parents after swift, initial search confirming that the pupil is not in school or cannot be found.
- v. In the case of an older pupil, speak to close friends who may know the habits or the intentions of the missing pupil. Speak to siblings, for possible information, without causing alarm.
- vi. Keep Senior School colleagues informed if the pupil has a sibling at Senior School or Sixth Form.
- vii. Report back to the Principal when the missing pupil/student is located. Immediately inform parents and police. Head Teacher or Deputy Head Teacher of Melrose to arrange the collection or return of a pupil. Any pupil/student must be responded to positively

on return in an age- appropriate manner.

- viii. Parents must then be informed and updated regularly. The Head Teacher of Melrose or Principal will then decide whether to call the police (01481 222222).
- ix. The Head Teacher of Melrose or Principal, in consultation with the police, will arrange for ferry and airport terminals to be checked for the missing student.

#### **Follow up**

- i. Upon the pupil's return, when appropriate, the Head Teacher and SLT must consider the reasons for absence and keep a record of the reasons given by the pupil and any action taken in the light of those reasons. Notes should be taken and kept in the pupil's school records.
- ii. The pupil should be offered support/counselling if appropriate.
- iii. MASH should be made aware if the reason for the child going missing, raised a safeguarding concern.

#### **Review**

- i. In the case of all pupils, but especially younger pupils in the Pre-School Department and Melrose, colleagues should review the procedures for the supervision of pupils with close attention to the circumstances in which the pupil went missing and report any findings to the Head Teacher and Deputy Head and if necessary, improvements to procedures should be made and logged.
- ii. Any report from the pupil that she went missing because of abuse at the school should be immediately referred to the Designated Safeguarding Person for consideration under MASH guidelines and procedures.

#### **Record keeping**

The Head Teacher or Deputy Head Teacher of Melrose completes the missing pupil paperwork:

- i. Circumstances of the pupil's absence
- ii. Circumstances of the pupil's return
- iii. Any reasons given by the pupil for going missing
- iv. Any action taken in the light of these reasons
- v. Action of the police, if any.

## Senior School and Sixth Form

If a student is considered missing, having registered at the start of the morning or afternoon session, these steps are followed by the teacher who has a missing student:

### Procedure

- i. If a student is missing from your lesson without explanation, you should contact the school office either by email, by phone or, if necessary, send a student to the school office.
- ii. If you are able to do so, check any emails regarding student absence for school trips or fixtures.
- iii. The school office will check the signing in and out sheet and contact the Deputy Principal (or Head Teacher Melrose, their tutor / form teacher and/or Head of Year to seek further information if the student's whereabouts remains unknown.
- iv. Ask other students, and where appropriate ask them to phone the student and / or send a message to them. If in any doubt as to the explanation, please contact the school office for confirmation.
- v. A search of the College site, including toilets will be made. (10 minutes) One person to 'man' the office (agreed before search commences)
- vi. Parents should only be contacted once the College site has been initially searched and when it is considered that the pupil/student is off-site and the absence is real. The school office will contact home, if after the initial search the student is not found.
- vii. A further search of the College site will be made and students will be encouraged to contact their friend using text/emails. One person to 'man' the office (agreed before search commences)
- viii. Parents must then be informed and updated regularly. The Deputy Principal or Principal will then decide whether to call the police (01481 222222).
- ix. The Principal, in consultation with the police, will arrange for ferry and airport terminals to be checked for the missing student.
- x. When the missing student is located, the Deputy Principal and Principal must be informed and ensure that parents, police and other external agencies involved are made aware.

**Follow up**

- i. Upon the student's return, when appropriate, the Principal and SLT must consider the reasons for absence and keep a record of the reasons given by the student and any action taken in the light of those reasons. Notes should be taken and kept in the student's school records.
- ii. The student should be offered support/counselling if appropriate.
- iii. MASH should be made aware if the reason for the child going missing, raised a safeguarding concern.

**Review**

- i. Where appropriate, the SLT should review the procedures for the supervision of pupil/students with close attention to the circumstances in which the student went missing. If necessary, improvements to procedures should be made and logged.
- ii. Any report from the student that he went missing because of abuse at the school should be immediately referred to the Designated Safeguarding Person for consideration under MASH guidelines and procedures.

**Record keeping**

The Deputy Principal (Innovation & Student Development) or Head Teacher Melrose completes the missing student paperwork for the pupil/student's records including:

- i. Circumstances of the student's absence
- ii. Circumstances of the student's absence
- iii. Circumstances of the student's return
- iv. Any reasons given by the student for going missing
- v. Any action taken in the light of these reasons.
- vi. Action of the police, if any.