



Rikkyo School

Missing Student and Student Missing Education Policy

Date	Review Date	Coordinator	Nominated Governor
16/07/2023	16/07/2024	Fiona McAllister	Mrs Bunday

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Children Act 1989
- Police Act 1997
- Police Act 1997 (Criminal Records) Regulations 2002
- Education Act 2002
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Education and Inspections Act 2006
- Children and Young Persons Act 2008
- Police Act 1997 (Criminal Records) (No. 2) Regulations 2009
- School Staffing (England) Regulations 2009
- Equality Act 2010
- Education Act 2011
- Protection of Freedoms Act 2012

The following documentation is also related to this policy:

- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE)
- Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children
- Equality Act 2010: Advice for Schools (DfE)
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

We have a statutory duty to safeguard and promote the welfare of children as described in section 175 of the Education Act 2002 and that we have due regard to the guidance 'Keep Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE 2014)' as the safety and protection of children is of paramount importance to everyone in this school.

Safeguarding and promoting the welfare of children is best defined as:

'protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes'. (Keep Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE 2014))

We believe that all children have the right to be safe in our society. Therefore, we recognise that we have a duty to ensure arrangements are in place for safeguarding and promoting the welfare of children.



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We believe it is essential to have in place exceptional school security systems to prevent pupils going missing from the school or when they are on an educational visit. The welfare of all of our pupils is our principal responsibility with all school personnel ensuring the safety of pupils at all times.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To ensure that security procedures are in place to deal with the unlikely event of a missing child.
- To ensure compliance with all relevant legislation connected to this policy.
- To share good practice within the school, with other schools and with the local authority in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- appointed a Site Manager to put into practice school security measures;
- delegated powers and responsibilities to the Headteacher to oversee all school security measures;
- appointed a Security Committee composed of one governor, the Headteacher, Site Manager and a member of staff to look at all aspects of school security;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;



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- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in:
 - determining this policy with the Governing Body;
 - discussing improvements to this policy during the school year;
 - organising surveys to gauge the thoughts of all pupils;
 - reviewing the effectiveness of this policy with the Governing Body
- nominated a link governor to:
 - visit the school regularly;
 - work closely with the Headteacher and the coordinator;
 - ensure this policy and other linked policies are up to date;
 - ensure that everyone connected with the school is aware of this policy;
 - attend training related to this policy;
 - report to the Governing Body every term;
 - annually report to the Governing Body on the success and development of this policy.
- responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher and Senior Leadership Team

The Headteacher will:

- ensure that security measures are in place and are effective;
- ensure that all school personnel are aware of security procedures and the roles of school personnel when a child goes missing:
 - on-site;
 - during an educational visit or sporting fixture;
 - by being removed from the school premises by an unapproved adult.
- notify and reassure parents of school security procedures and the procedures for dealing with a missing child;
- work closely with the link governor and the School Security Committee who will:
 - monitor security procedures;
 - ensure risk assessments are:
 - in place and cover all aspects of this policy;



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- accurate and suitable;
 - reviewed annually;
 - easily available for all school personnel

 - undertake a review of security measures if a child should go missing by:
 - interviewing all eye witnesses involved with the incident;
 - assessing and updating risk assessments;
 - updating this policy if necessary and making school aware of the changes;
 - ensure all school personnel are aware of any changes to the security measures.

 - consider all suggested ideas from school personnel, governors, parents, pupils and visitors for improvement;
 - inform parents of new and improved security measures;
 - undertake an annual review of security procedures;
- organise a series of safeguarding and child protection workshops to ensure parents are aware of:
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges
 - Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children
 - the Safeguarding and Child Protection policy
 - safeguarding procedures in place;
 - all safeguarding policies;
 - their role in safeguarding and child protection
- provide leadership and vision in respect of equality;
- make effective use of relevant research and information to improve this policy;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;
- annually report to the Governing Body on the success and development of this policy.

Role of School Personnel

All school personnel will:

- be aware of and abide by this policy;
- undertake appropriate training in security procedures;
- inform and remind pupils of security procedures such as the reporting of unidentified school visitors;
- remind pupils that they should not leave the school premises or to wander off while on an educational visit;
- must every day be aware of the following:



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- wearing identification badges
 - carrying personal alarms
 - security of entrances and exits
 - window security
 - challenging and dealing with unauthorized people on the school site
 - security alarms
 - outside lighting
 - security of valuables and personal possessions
 - visitors and contractors
- be aware of and trained in the following procedures:
 - In the event of a **child has gone missing on the school:**
 - Inform the Headteacher/Senior Leadership Team/School Office
 - Search the premises
 - Check the CCTV footage (Main control in Admin Building)
 - If the child is still not found then contact the police giving full details of the child
 - Search the immediate area surrounding the school
 - Contact the child's parents
 - When the child is found review security procedures
 - In the event of a **child has gone missing during an educational visit or off site sporting fixture:**
 - Inform the party leader
 - Search the venue
 - Search the area
 - Inform the police
 - Notify the school
 - School to notify parents
 - When the child is found review security procedures
 - In the event of a **child has been abducted from the school site by an unapproved / identified adult:**
 - Inform the Headteacher/Senior Leadership Team/School Office
 - Contact the police giving full details of the child
 - Check the CCTV footage
 - Search the immediate area surrounding the school
 - Contact the child's parents
 - When the child is found review security procedures
- be aware of all other linked policies;



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- maintain high standards of ethics and behaviour within and outside school and not to undermine fundamental British values;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

Role of Pupils

Pupils will:

- be aware of and comply by all security measures that are in place;
- liaise with the school council;
- take part in questionnaires and surveys.

Role of Parents

Parents/carers will:

- be aware of and comply with this policy;
- ensure they provide correct and updated contact details;
- be aware of school security procedures especially at the beginning and end of the school day
- be asked to take part periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school.

Training

We ensure:

- all school personnel:
 - have received the appropriate training on all safeguarding policies and procedures undertaken by a registered training provider;
 - are familiar with the following documentation:
 - Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges
 - Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children
 - are aware of the information contained in other relevant policies:
 - All aspects of this policy
 - Safeguarding and Child Protection
 - Pastoral Care
 - Troubled and Vulnerable Children



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- School Security
- Health and Safety
- Pupil Behaviour and Discipline
- Supervision of Pupils
- Risk Assessment
- Dealing with Critical Incidents
- Equal opportunities
- Inclusion

- the content of all training is correct, delivered well and engages staff as we believe that the more engaging training is, the better the outcomes that we need to measure;
- that we have in place data that evidences staff understanding by using a simple short multiple-choice test through one of the following applications such as Google Forms, Microsoft Forms, Kahoot or SurveyMonkey;
- that we have in place evidence for all staff that:
 - highlights the knowledge gaps in the training;
 - shows how those knowledge gaps were corrected
- all school personnel understand and undertake their role in safeguarding and child protection effectively

Raising Awareness of this Policy

We will raise awareness of this policy via:

- School Handbook/Prospectus;
- School website;
- Staff Handbook;
- Meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops;
- School events;
- Meetings with school personnel;
- Written communications with home such as weekly newsletters and of end of half term newsletters;
- Annual report to parents;
- Headteacher reports to the Governing Body;
- Information displays in the main school entrance;
- Text messages
- Email
- Social media:
 - Facebook
 - Twitter
 - Virtual pin boards
 - School blog

Safeguarding

We are committed to safeguarding and promoting the welfare of all children as the safety and protection of children is of paramount importance to everyone in this school. We work hard to create a culture of vigilance and at all times we will ensure what is best in the interests of all children.



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We believe that all children have the right to be safe in our society. We recognise that we have a duty to ensure arrangements are in place for safeguarding and promoting the welfare of children by creating a positive school atmosphere through our teaching and learning, pastoral support and care for both pupils and school personnel, training for school personnel and with working with parents. We teach all our children about safeguarding.

We work hard to ensure that everyone keeps careful watch throughout the school and in everything we do for possible dangers or difficulties. We want all children to feel safe at all times. We want to hear their views of how we can improve all aspects of safeguarding and from the evidence gained we put into place all necessary improvements.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Race Disparity Audit

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this school.

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.



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Linked Policies

- Safeguarding and Child Protection
- Pupil Behaviour and Discipline
- Pastoral Care
- Risk Assessment
- School Security
- Health and Safety
- Supervision of Pupils
- Troubled and Vulnerable Children
- Dealing with Critical Incidents

See Appendices Documents section on Policies for Schools Website

- Frequency of Policy Monitoring
- Monitoring Implementation and Policy Effectiveness Action Plan
- Initial Equality Impact Assessment
- Policy Evaluation
- Policy Approval Form

We believe this policy:

- has been reviewed thoroughly by the Safeguarding trustee (Mrs Bunday) and the Designated Safeguarding Lead (Mr Okuno)has been questioned on it to make sure it stands up to scrutiny;
- flows and is easy to follow;
- is an essential part of the school;
- supports staff in managing certain situations;
- forms an important framework that will ensure consistency in applying values and principles throughout the establishment;
- provides guidance, consistency, accountability, efficiency, and clarity on how the school operates;
- provides a roadmap for day-to-day operations;
- ensures compliance with laws and regulations, gives guidance for decision-making, and streamlining internal processes;
- is designed to influence and determine all major decisions, actions and all activities taking place within the boundaries set by them;
- stems from the school's vision and objectives which are formed in strategic management meetings;
- has been received by all school personnel via appropriate safeguarding training;
- is provided to all school personnel and a hard copy can be found in the staffroom reference library (Google Drive)

Headteacher:		Date:	
Chair of Governing Body:		Date:	