



## RIKKYO SCHOOL IN ENGLAND

### Missing Student Policy

Date	Review Date	Coordinator	Headmaster
15/04/2019	25/01/2019	Mr. M.Imada	Dr. T.Okano

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

This policy applies to all members of the school community.

#### Aims

- To state the procedures to be followed in the event that a student is missing or suspected to be missing. A student is considered missing when he/she is not where he/she should be at the expected time;
- To ensure all students are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have;
- To monitor the movements of all students

#### Responsibility for the Policy and Procedure

#### Role of the Headmaster and Senior Leadership Team

- Ensure that security measures are in place and are effective;
- Will be responsible for monitoring students attendance and truancy;
- Ensure that the admissions register is kept up to date;
- Investigate any unexplained absences;
- State the procedures to be followed in the event that a student is missing or suspected to be missing;
- Ensure that all staff are aware of security procedures and the roles of school personnel when a child goes missing;
- To ensure all children are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have;
- When a student transfers to a different school, ensure the receiving school has all necessary information;
- To monitor the movements of all students.
- To ensure compliance with all relevant legislation connected to this policy.



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### Role of the Headmaster, Senior Leadership Team, Teachers and all staff

In the event of a student going missing the following procedure should be followed:

#### **Missing at any time during the day:**

- Check with Year Teacher to see if they are aware of the students whereabouts
- Check with the surgery
- Check with Duty Teacher / Reception
- Inform the Senior Members of Staff
- Ask all adults and pupils calmly if they can tell when they last saw the student

#### **If the student is still missing, the following steps must be taken:**

- Arrange for a team of adults to check all school building and grounds
- The DSL must notify the Police and local Safeguarding Board/LADO
- The Headmaster must notify the parents
- The school insurance company must be notified
- The Headmaster and staff must cooperate with the Police and Safeguarding Team

#### **If a student goes missing on an outing:**

- An immediate head count should be carried out in order to ensure that all the other students are present;
- The Senior teacher will try to contact the student by mobile phone;
- An adult must search the immediate vicinity and contact the venue manager;
- The Senior Teacher will contact the Police and Headmaster;
- The Senior Teacher will arrange for the rest of the group to be transferred back to school;
- The Headmaster will contact the parents and the local Safeguarding Board/LADO;
- The Headmaster and staff must cooperate with the Police and Safeguarding Team;
- The school insurance company must be notified.

A full report of all activities taken at this stage must be submitted to the Headmaster.

#### **When the student is found:**

- Talk to, take care of and if necessary comfort the student
- Report back to the Headmaster that the student has been found
- The Headmaster will contact the parents, police and inform the local Safeguarding Board/LADO if required according to the school's safeguarding and childprotection policy
- The Headmaster will speak to the other students to inform them that the student has been found and remind them why they should not leave the premises/venue without permission
- The Headmaster will lead a full investigation with all involved and collect written statements



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- The report will cover the following details:
  - Date, time, place
  - Number of students and staff
  - The purpose of the outing
  - When the student was last seen
  - The length of time the student was missing
  - Why the student went missing
  - What appeared to have happened
  - What future actions should be taken so that future risk is minimized

### **Monitoring the Effectiveness of the Policy**

The practical application of this policy will be reviewed annually or when the need arises by the Headmaster.

Reviewed 12/06/2017, 25/01/2019