

# MISSING STUDENT POLICY

ST ANN'S SCHOOL





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**St Ann's is proud to be a Unicef Rights Respecting School Level One. The United Nations Convention on the Rights of the Child guides all aspects of our daily practice. Articles 3 and 6 are actively promoted through adherence to this Policy.**

As soon as staff are aware that a student is missing from their group, the following procedures should be implemented:

- Ensure that the teacher in charge of the lesson is aware that the student cannot be accounted for, so that he/she can co-ordinate the immediate search.
- The teacher needs to ensure that health and safety requirements can be maintained within the rest of the group, whilst deploying at least two members of staff, to undertake an initial search in adjacent corridors, classrooms, toilets, specialist rooms and the hall.
- Staff to use their detailed knowledge of the young person to inform their search e.g. does he/she have a preference for any particular area of the school e.g. the library, sensory theatre or near the minibuses.
- During the initial search, class based pair of staff to enlist help of any other available staff they encounter, and between them search a wider area e.g. the courtyard, specialist rooms, meeting rooms, toilets, PMLD changing areas, the portacabin, the small Elliott Hut and all areas of the field.
- After a period of not more than **five minutes**, if the initial search remains unsuccessful, a member of the School Leadership Team must be informed or if this is not possible, the panic alarm should be sounded.
- The member of the Senior Leadership Team will then instigate and co-ordinate another search of the school premises whilst simultaneously organising as many staff as possible to search the immediate local environment.
- The class team will provide copies of the young person's pen portrait and a detailed description of what he/she was wearing to facilitate this wider search.
- Senior staff will hold walkie talkies linked back to the office and other staff will be deployed, with mobile phones when possible, to the following areas:
  1. Springfield Road, including alleyways and gardens
  2. The Rest Garden
  3. Churchfields play area
  4. The Bunny Park
  5. Station Road

6. Station Approach.
  7. Uxbridge road Clock tower area
  8. Uxbridge Road (east) shops and post office area
  9. Uxbridge road (east) Lidl and Poundstretcher area
  10. Boston Road shops (Uxbridge Road end)
  11. Uxbridge road (west) Hanwell Children's Centre area
  12. Uxbridge Road (west) Gray's garage area
- A member of the Senior Leadership Team will also instruct St Ann's School Business Manager or School Administrator, to inform St. Joseph's School office team, so that a search of the Primary school can also be organised.
  - **If the young person is still missing 10-15 minutes after last being seen, the Headteacher must be informed, if this hasn't already happened**  
**Please note that the Headteacher must be informed within this time scale even if he/she is off site**
  - The Headteacher will then quickly ensure that the appropriate search procedure has been followed, and within **15-20 minutes** of student's disappearance **inform the local police station**, or if off site, instruct a member of the Senior Leadership Team to do so.
  - The Headteacher, or designated member of the Senior Leadership Team, will then immediately inform the young person's family, the Local Authority, the Chair of the Governing Body and the Children with Disabilities Team or the Community Team for People with Learning Disabilities.
  - The Headteacher and all available staff will then assist the attending police officers, and continue the search under their direction.

**Reviewed September 2015**  
**Date of next review September 2017**