



Missing Pupil Policy

(Revised May, 2019).

Carfax pupils have varied and often-changing timetables and so it is difficult to define exactly what a case of missing pupil will look like. Staff should use their common sense together with knowledge of that pupil's attendance record, behaviour, family situation and wider circumstances in order to designate a pupil as missing and raise the alarm.

Once the alarm is raised the following should be followed:

Pupils missing during school hours

- The Receptionist will inform the Dame who will lead the search in the initial stages;
- The Dame will call the pupil and check the common room;
- Check current and older versions of the timetable;
- Check whether the pupil might be a personal tutor meeting which is not on the timetable;
- Thoroughly search the entire College including empty rooms;
- Call the Host Family where applicable;
- Speak to any siblings in the College where applicable;
- Explore and exclude other possible reasons for absence, such as music lessons, sports, unexpected parental visit, trip to local shop;
- The pupils friends should be questioned.

The Dame will continue contacting student via their mobile phone at 10 minute intervals, and ask the host family to do a thorough search of the student's room (if they are with a host).

The Dame will now inform the Principal or a senior member of the management team who will then lead the search.

- Detailed notes of all actions with timings will be made throughout the process using the missing persons form (Appendix A).
- The parents/carers/guardians will be alerted after exhaustive searches and interviews.
- The decision for timing of this action will be taken by the Dame in consultation with the Principal, and relevant school staff and no longer than 2 hours after the first report that the student is missing.

Pupils missing from host families

Host families should consider the pupil missing if they are not home by curfew time or meal times.

- Host family (HF) to first call the pupil and if no response continue to call at ten minute intervals;

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- Call their listed Mobile Number. Leave a message stating the time of your call and instruct them to contact you immediately.
- Send an email to their listed address(s). Sometimes Students will pick up emails swifter than calls.
- HF to telephone the emergency number one hour after the curfew time elapses;
- Homestay should try to make contact where possible with the pupil's friends in consultation with the College after one hour;
- Check the student's room for any clues as to where they have gone;
- Check local hospitals for admittance;
- The parents/carers/guardians will be alerted after exhaustive searches and interviews and the decision for timing of this action will be taken by the Dame/member of the Senior Management Team (SMT) in consultation with relevant staff.
- In the unlikely event that the host family is unable to contact the Dame or a member of the College Senior Management Team (SMT) then the host must contact the police themselves if the student is still missing after two hours.

Informing other agencies

A member of the SMT will make the decision as to when the Police should be telephoned and an official Missing Person Report made depending on their assessment of the situation. At this point, if there are existing safeguarding concerns about the pupil, the Emergency Duty Team at Oxfordshire Children's Services may also be contacted.

The non-emergency number **101** should be used unless there is a positive reason to believe that the child is in immediate danger in which case **999** should be used.

From the point at which the police are contacted the Thames Valley Police Missing Children Joint Protocol should be followed (see http://www.bucks-lscb.org.uk/wp-content/uploads/BSCB-Procedures/Missing_Children_Joint_Protocol.pdf)

Staff might find it helpful to consider these questions before speaking to the police to ensure that all necessary information is passed on effectively:

- What is the specific concern that has caused you to call the police?
- What has been done so far to trace the individual?
- Is this significantly out of character?
- Do they need urgent medical attention or essential medication that is not likely to be available to them?
- If under 18 are they currently at risk of child abuse including child sexual exploitation?
- Are they likely to be subjected to any other crime?
- Are they likely to be the victim of any other form abuse?
- Are they likely to attempt suicide?
- Do they pose a danger to other people?
- Is there any other information relevant to their absence?

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Once the police are involved, they will take the lead in searching for the missing child, and the College will provide all necessary cooperation.

- If a child is found after the police have been involved, a Safe and Well Check will be conducted by the police.

A Return Home Interview must also be conducted within 72 hours of the child's return. If this is the first such incident, it should be conducted by the Designated Safeguarding Lead and a record made, otherwise, the Multi-Agency Safeguarding Hub's advice should be sought. A copy should be sent to the missing child administrator missing.pupils@oxfordshire.gov.uk and Thames Valley Police missing child co-ordinator: oxfordmispers@thamesvalley.pnn.police.uk

In all cases:

The following questions will help you build a risk assessment so that you can judge the seriousness of the situation and therefor take appropriate action.

Questions to be asked:

- When was he/she last seen?
- Who was he/she with?
- Where might he/she have gone?
- Is there a School activity that he/she might be on?
- Has he/she been ill or injured and gone to hospital?
- What emotional state did he/she appear to be in?
- Has anything upset him/her recently?
- Did he/she speak to anyone about leaving?
- Who are his/her main friends at College?
- Does he/she have a special friend?
- Is there any reason to believe he/she might have been abducted? (E.g. family custody dispute; very wealthy/prominent parents.)

Other action to consider taking

- Check his/her room for indications of how he/she is dressed, where he/she might have gone.
- Check his/her desk and waste paper bins for scribbled notes.
- Check s/he has left any note in his/her bedroom.

Police response

The Police treat all missing person reports as serious. Each risk is assessed and the following are trigger factors to be considered:

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- Boy/Girl in an emotional or depressed state of mind
- Unusual behaviour prior to disappearance
- Boy/Girl needs essential medicine or treatment
- Suspicion of abduction x Suspicion of self-harm/suicide
- Involvement in a violent confrontation prior to disappearance
- Previously disappeared and suffered or was exposed to harm whilst missing

Record keeping

The College will keep a full written record of any incident of a missing boarder including:

- the student's name
- relevant dates and times (e.g. when it was first noticed that the boarder was missing)
- the action taken to find the student including the time that each action is taken
- whether the Police or Social Services were involved x
- outcome or resolution of the incident
- any reasons given by the student for being missing
- any concerns or complaints about the handling of the incident
- a record of the staff involved

A full written record of the incident will be kept on the student's file and in the Missing Person File.

Appendix A

Missing Persons Form

A precise record of all actions taken should be recorded in chronological order. Once the student has been found, returned to the College.

Date :		Name of missing student:	
Name of the Lead Person:			
Time		Actions taken	