



Revised on 4th January 2018

## Missing Student Policy for Sixth Form

### 1. Statement

This policy is addressed to current or prospective parents, legal guardians, education guardians, governors, staff and volunteers. The policy is available to students, parents, prospective parents, governors, staff and host families on the school website.

The policy has been approved by the Head Teacher and the Board of Governors of the Swedish School in London. Separate procedures apply in the event of a child protection issue, see the separate school policy "Child and Vulnerable Adult Protection Policy and Procedures".

The safety and security of the students in our care is paramount and students are regularly accounted for during the day (morning, at school and evening time).

### 2. Aims

The aims of this policy are:

- to ensure that the School has regard to and is complying with the statutory framework
- to inform students, guardians, prospective parents, governors, staff and host families of the procedures to be followed in circumstances where a student may be missing

### 3. Procedures

The Swedish School in London have measures in place to ensure the safety and well-being of students throughout the day:

#### 3.1. Registration of attendance during school hours:

- Guardians are asked to register any absence due to illness each school day before 8:00 am on the school administrative system (SchoolSoft). All staff can access the list of absent students at all times on SchoolSoft.
- Students' attendance is registered on SchoolSoft in the beginning of each lesson throughout the school day and guardians are automatically notified by email about any unapproved absences through SchoolSoft.



### **3.2. Attendance outside of school hours**

- Guest students living in a host family must adhere to the school's curfew times according to the Host family contract and Code of conduct for students.
- If the student and host parents have agreed on specific times the student is expected to follow these unless the host family has been notified of any changes.
- A host parent should be aware of the student's whereabouts before leaving the house in the morning and before going to bed at night.
- Students planning to do other things in the evening should inform the host parents of their whereabouts and the time they plan to return home.
- If a student plans to go out in the evening, they are to provide the host parents with contact information to one or more of the friends they are going out with if asked to do so.
- A host parent is expected to ensure that the student has returned home safely at night, unless it has been agreed beforehand that the student is to stay with another student.

### **3.3. Missing Student during the normal School day**

- If any member of School staff is notified of a student suspected to have gone missing, mentors or another member of staff will immediately take the following actions:
  - Check the attendance in SchoolSoft
  - Speak to other pupils to see if they have any helpful information
- If the mentor can't locate the student's whereabouts, the Deputy Head Teacher and Host Family Coordinator is notified who will then contact the host parents and parents / guardians.
- The Head Teacher is informed about the missing student.
- If the student's whereabouts are still unknown the Deputy Head or a member of the staff will contact the Police who will take over the search.
- A written record will be made as soon as possible of the incident; it will include details of all action taken by staff and be placed in the safeguarding binder in the School Office (Appendix 1).



### **3.4. Missing Student outside the School Day**

1. If the student fail to return to the host family by the curfew time, the host parent should contact the student phone or text message to make sure the student is safe.
2. The following factors should be considered at all stages of the decision-making process, also regarding when the police are contacted:
  - previous behavior patterns
  - state of health and any requirement for medication
  - state of mind at time of absence
  - time of day / night
  - history of self-harm
  - physical or learning difficulties
  - whether the pupil is perceived as running to someone or from a situation
3. If the host parents are unable to locate the student and neither parents/guardians or any of the school staff listed below are contactable then the host parents should inform the Police directly.
4. If the host parents have a reason to believe that a student is or could be in danger they are to immediately contact the Police. Thereafter they should notify one of the following persons in the order provided below (please see the provided telephone list):
  1. 1. the Host Family Coordinator
  2. 2. the Deputy Head Teacher
  3. 3. the Head Teacher
  4. 4. the School Counselor
5. If a student is unaccounted for, the Head Teacher will be informed by a member of School staff.
6. Although parents will have a significant say in the School's decision, if a student has gone missing under the School's care and control, parental wishes may be overruled - e.g. the School may wish to ring the Police even though parents do not. If the parents insist upon police involvement sooner than the School advises, the parents' wishes will be respected.
7. On receiving a report of a 'missing' child, the Police will record and make enquiries in accordance with their policy and procedures. Ownership of a 'missing' person enquiry remains with the Police.



#### **4. Review of Missing Child procedure**

- When the situation has been resolved, the Deputy Head Teacher will review the reasons for the event happening and make any necessary amendments to School procedures.
- A written record of any pupil who goes missing from School, the action taken and the reason given by the pupil for going missing, will be held centrally by the Designated Person at the School who is responsible for matters relating to child protection and welfare. These records will be reviewed annually by the Head Teacher and the review with any recommendations will be reported to the Board of Governors.

#### **5. Monitoring and Review**

- The Deputy Head Teacher will monitor the operation of this policy and the efficiency and effectiveness of its procedures, and make an annual report to the Head Teacher and Board of Governors.
- The School Management will undertake an annual review together with staff at Sixth Form.
- Last review: January 2018



## **APPENDIX 1**

### **Missing Student – Incident Form**

#### **Reporting Person Information**

Name: ..... Date: .....

Role: .....

Name of Missing Student: .....

Date and Time student went missing: Date ..... Time ..... am/pm

**Please give a brief account of the incident:**

**Signature:** .....



