

ABBEY  
COLLEGE  
CAMBRIDGE

**Missing and  
Uncollected Child  
Policy**

2021/2022

## SLT Responsible for this Policy

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### This policy is reviewed on an annual basis

Annual Policy reviewed by:	<b>Carolyn Dunn</b>	<b>June 2021</b>
<b>Approved by SLT and Published:</b>		<b>June 2021</b>
Next Review:		<b>June 2022</b>

**This policy has been approved by SLT and adopted on behalf of the Governors, and is addressed to all members of staff and volunteers and is available on the school's portal. It is available to parents on request. It applies wherever staff or volunteers are working, including when this involves being away from the school.**

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## 1. Students Missing During the School Day

### 1.1. Overview of Attendance and Safeguarding Checks

#### **In line with the Attendance Policy**

- Students sign a Student Code of Conduct during induction, where attendance monitoring procedures are explained.
- Monday-Friday 9:00am – all students register with their tutor. SIMS is checked by **9:30am** and students not in lessons identified and attempts made to locate them.
- Individual lesson attendance is recorded electronically on e-reg and SIMS
- SIMS is checked again at **14:30pm** to identify any student not in lessons and attempts are made to locate them.
- CSA students have additional safeguarding check-points throughout the day and night, in total six check-points:
  - ✓ Breakfast
  - ✓ 9:30am
  - ✓ 14:30pm
  - ✓ 16:45pm
  - ✓ Curfew
  - ✓ Bedtime
- A daily absence list is sent to the tutors and Housemasters by the end of the school day.
- Tutors check attendance regularly and communicate problems to parents and agents under the direction of the Housemaster.
- Teachers ensure student registers are correct and keep accurate records on SIMS.
- Teachers are expected to maintain paper records of attendance.

## 2. Students missing from lessons

### 2.1. Missing Student Procedure – CSA Students

If CSA students are not present during their safeguarding check-points, then boarding staff search for the student:

- By phone.
- Asking friends.
- Checking lesson registers.

- Checking classrooms
- Checking with boarding/host families directly.
- Searching common areas.
- If the student is still missing 30 minutes after their absence has been raised, and all appropriate action outlined above has been undertaken, boarding staff report to the student's Housemaster and Head of House.
- If the student remains missing 1 hour later, SLT are notified.
- Any student with welfare concerns are reported missing immediately to SLT/DSL.

By 10:00am /15:00pm DSL/VPP alerted and appropriate action taken as required and outlined below

1. Search of accommodation.
2. Search of town centre.
3. Search of local amenities.
4. Search of classrooms.
5. Alerts Principal.
6. Alerts Safeguarding Governor.
7. Interview students/friends and seek information.
8. Contact parents.
9. Contact agents.
10. Call hospitals.
11. Call police.

## 2.2. Missing Student Procedure – Non-CSA

Boarding staff directed by the Pastoral admin team contact all students who are not in lessons first thing in the morning and also in the afternoon. If a student is not-contactable, boarding staff should locate them and find out the cause of absence and deal with it accordingly.

If students are not found within two hours, boarding staff should notify the Housemaster and tutor, and continue to search and update the Housemaster and tutor. If the student is not located by 14:00pm of that day, the DSL/VPP should be notified and the search is continued and appropriate action taken (as outlined above).

## 3. Students Missing in Accommodation

Curfew –students have different curfew times according to their age, and different bedtimes according to their age:

- 12, 13, 14, 15 year olds: curfew 7.30pm; bedtime 9:30pm school days. Curfew 9pm and bedtime 10pm at the weekends and during the holidays.
- 16 year olds: curfew 9pm; bedtime 10:00pm. Curfew 9.30pm and bedtime 11pm at the weekends and during the holidays.
- 17+: curfew 9.30pm; bedtime 10:30pm school days. Curfew 10.30pm and bedtime 11pm at the weekends and during the holidays.

In the evening/weekends/holidays the Senior Boarding Team will take appropriate action outlined below and contact SLT if any student is missing and not located by midnight:

- Boarding Staff search for the student
- Boarding staff use keys to enter the student room in case they are asleep/unwell (in line with Bedroom Privacy Policy)
- Contact student by phone
- Asking friends
- Checking if the student was present for lessons in school
- Searching common areas
- Searching accommodation, confirm all students accounted for and missing student isn't in another students room
- If the student is found, mark the curfew register and flag with line manager. HOH's will monitor those students persistently late for curfew and will follow behavioural policy with regards sanctions.
- If the student remains missing one hour after curfew and all appropriate action outlined above has been undertaken, Boarding Staff report directly to HOH on duty and appropriate action taken as required, with the boarding designated person alerted:
  1. Search of all student accommodation with confirmation provided from across all sites that the missing student is not in another residence.
  2. Search of town centre by taxi and two members of the boarding team.
  3. Search of local amenities.
  4. Call hospitals.
  5. Call police.
  6. Contact DSL/VPP in the morning or at night/weekends/holiday in an emergency.

At all times, communication is key, the lead HOH in the residence from which the student is missing should take responsibility for leading a search. For lodging families the host parents should contact the emergency phone and seek guidance from senior boarding staff.

If a student fails to return back to accommodation from holidays as expected, boarding staff are to search for the student and make contact home to ascertain the whereabouts of student, and contact the Admissions team for information and support. If the student's holiday is extended for any reason, the HSM must be notified.

**All missing child incidents should be recorded on SIMS and My Concern.**

#### **Linked Documents**

- Attendance Policy
- Bedroom Privacy Policy
- Behaviour (including Boarding) Policy
- Safeguarding Policy