

STEYNING GRAMMAR SCHOOL

MISSING STUDENT POLICY - BOARDING

APPROVED BY BOARDING COMMITTEE in OCTOBER 2025

REVIEW DUE: NOVEMBER 2026

Steyning Grammar School aims to ensure that its pupils feel happy and secure. In the unlikely event of a pupil going missing it is important that the response should be well-thought out and properly co-ordinated. Should a Boarding pupil be deemed as missing during school hours, then the school missing person protocol will take precedence and the nominated senior member of staff will oversee the said protocol in conjunction with key Boarding staff.

1. When should a pupil be regarded as missing rather than merely absent?

If the absence of a pupil is noted, following any of the daily registrations during the week and weekend or at other times such as lessons and activities, or following any report from pupils or staff to that effect, then he or she will be declared “missing” once the normal checks have been carried out and failed to establish his or her whereabouts. These checks will include, for example, the routine and formal checks conducted by the Boarding Health and Well Being Lead, Office Staff, Houseparents, Sessional Staff and Head of Boarding following daily registrations and at all other times the range of informal checks conducted by a Houseparent or member of staff noting a pupil absence. Pupils absent from lessons and/or activities will be reported as such in the normal way.

2. Responsibility and authority for declaring an absent pupil as missing

The responsibility and authority for declaring a pupil “missing” rests with the relevant Houseparent or member of Sessional-Staff on duty. When a member of Sessional-Staff is on duty, he or she must confirm the decision to declare a pupil “missing” with the Houseparent. In the absence of the latter, the decision must normally be confirmed with the Head of Boarding, or in their absence, with the member of the Leadership Team designated as ‘Emergency Contact’.

For offsite visits the responsibility and authority for declaring a pupil “missing” rests with the member of staff in charge of the visit, who will inform the Head of Boarding or Emergency Contact at school of that decision as soon as possible, who will contact the Head.

3. Action to be taken once a pupil is defined as missing

Once a pupil is declared “missing”, the Houseparent or member of staff in charge of an offsite visit must then report that fact immediately to the Head of Boarding in the first instance, then to the Emergency Contact, in their absence, to the Head, who will then manage the incident with them.

Where possible parents must be informed immediately that the decision has been taken to declare their son/daughter as missing and told what action will be taken next. A Police *Missing Persons Identification Form on-line*

<https://www.sussex.police.uk/ro/report/mp/v1/report-missing-person/> must be completed on the basis of what the pupil was known to be wearing when last seen. That time will also be recorded. Where possible, the pupil's photograph will be printed off SIMS and attached to the form.

This Policy complies with National Minimum Standards 20.3, 20.4, 20.5, and 20.6 in force from September 5th 2022

What to do if a student cannot be located?

A student cannot be accounted for and therefore is deemed **'absent'**.



Try to establish their whereabouts (**1 hour**): ask their friends, check the duty book and signing out sheet, call their mobile and send them a text.



Student found.

Student still missing after 1 hour, now declared as **'missing'**.



No further action taken.

Student may need reminding of procedures, routines and signing out expectations.

Note the time and inform the Head of Boarding, Houseparent or the member of the Leadership Team on call.



Inform parents that the decision has been taken to declare their child as **'missing'**, and that the Police will now be called.



Record the time when the student was recorded missing.

Complete a *Police Missing Persons Identification Form*, **on line** attach a picture of student from SIMS.

Hand over to the Police.

This guidance supports the Boarding Missing Person Policy, adopted and reviewed by the Boarding Governor Committee

