

Attendance and Missing Person Policy

Policy review schedule

Reviewed in: May 2024

Next Review: August 2024

Background

This policy has been amended to cover the period of Study Leave and Examinations at OIC during the period of May 13th 2024 to June 21st 2024. This is to ensure that, when students are not registering in lessons as normal, we know at all times where our students are so we can account for their safety and wellbeing. The policy also directs staff members to what should be done if a child is missing, i.e. what they have missed a contact point.

The Governing Body and staff at the College fully recognise the contribution they make to safeguarding and promoting the welfare of children. We recognise that all staff have a full and active part to play in protecting our students from harm.

All members of the Governing Body and staff believe that our college should provide a caring, positive, safe and stimulating environment, which promotes the social, physical and moral development of the individual child. Therefore, we recognise that in this time of potential high level anxiety, we have an additional duty of care to check the whereabouts of our students and ensure they are well, safe and have all they need to be successful.

Purpose of the policy

This is to ensure there is a systematic way of managing the situation if a young person is reported missing. The policy also includes measures to be taken to ensure the risk of further occurrence is reduced.

Scope

This policy applies to all situations whether on the college site or offsite. For the purpose of this policy the 'Senior on Duty' could be a member of the Senior Leadership Team, a Deputy Head or residential administrative or academic staff.

Policy Statement

During weekdays when students would normally have been registered in lessons, it is imperative that we know where our students are to account for their safety and wellbeing. As a result, OIC's

SLT have put together an age-specific registration procedure as described below. In the event of a student being reported missing a senior member of staff **will inform the police after 30 minutes**. This time allowance may be extended by the Leadership Team should circumstances deem this reasonable. However, if there is any indication of a threat to safety, (the young person's or towards any other person), then the police are to be called immediately. This policy is fully compliant with policy and procedures for all placing local authorities in regard to children that may go missing from care or education.

Procedures for registration check points.

Attendance is everyone's responsibility at the College. During weekends, the normal weekend procedures apply. During weekdays between 13th May and 21st June, the following procedure will be in use:

- All academic, boarding and administrative staff belong to the Attendance Team SharePoint and Teams folder.
- Registers are taken daily in a spreadsheet.
- Students are directed to register face to face in any of the buildings they are in or close to as follows according to age:

Time	Touch points (16 and Under)
08.00 – 09.30	Face-to-face with your House Parent
11.00 - 11.30	Face-to-face in an academic building (Reception or teacher) OR in Boarding (House Parent)
13.30 - 14.00	Face-to-face in an academic building (Reception or teacher) OR in Boarding (House Parent) OR if exams - no action as you will be registered in the exam
15.30 - 16.00	Face-to-face in an academic building (Reception or teacher) OR in Boarding (House Parent)
18.30 - 19.00	Face-to-face in an academic building (Reception or teacher) OR in Boarding (House Parent)
22.00 (Curfew)	Face-to-face with your House Parent

Time	Touch points (17-year-old)
08.00 – 09.30	Face-to-face with your House Parent
13.00 - 14.00	Face-to-face in an academic building (Reception or teacher) OR in Boarding (House Parent) OR if exams - no action as you will be registered in the exam
18.00 - 20.00	Face-to-face in an academic building (Reception or teacher) OR in Boarding (House Parent)
22.00 (Curfew)	Face-to-face with your House Parent

Time	Touch points (18 and over)
08.00 – 09.30	Face-to-face with your House Parent
14.00 - 15.00	Face-to-face in an academic building (Reception or teacher) OR in Boarding (House Parent) OR if exams - no action as you will be registered in the exam
22.00 (Curfew)	Face-to-face with your House Parent

Procedures: if a young person goes missing from the college academic or boarding site (i.e. misses a contact point)

- As soon as staff become aware that a young person has gone missing, they will alert the Attendance Team using the Teams messaging, commence and coordinate search procedures:
 - Call the child or young person using their detail from Isams;
 - Check location in Reach;
 - Check room in Boarding;
 - Call their friends in known friendship groups;
 - Call a member of the SLT using Teams or mobiles no later than 60 mins from the start of the search.
- The member of SLT will make enquiries with relevant members of staff, as to when the young person was last seen and where.

- The member of SLT will appoint a person or people to immediately carry out a thorough search of all rooms in all buildings, grounds and outside areas if this has not been done already.
- The visitor's books will be checked in boarding and in academic buildings to ascertain who is on the college site.
- Police will be informed if the young person is reported missing within **30 minutes**.
- Parents/social care are informed immediately after the police have been informed.
- The search will continue, widening the area until the police advise us otherwise.
- If there is a concern about the missing young person's welfare, the police should be called immediately rather than waiting.

Procedures: if a child goes missing from an offsite activity

- The trip leader is responsible for the wellbeing of all young people on an outing/trip.
- The trip leader will have a risk assessment for the activity and contact details for college staff and families.
- As soon as it is noticed that a young person is missing, the trip leader or nominated staff will conduct a head count to ensure no other young people have gone missing.
- A nominated member of staff will search the immediate vicinity whilst the other staff will supervise the remaining young people.
- If the area is not known to the young person, police should be called immediately.
- If the young person has not been found within 60 minutes, staff should report the missing person to the Senior Leadership Team/Senior on Duty and to the police.
- Parents (and where necessary) social care should be informed immediately after the police have been informed.

Procedures: if a young person fails to maintain communication with the college or fails to return home from independent travel

- Staff must attempt to contact the young person by phone, if possible, and if necessary, leave a message or text to make it clear that they must contact the college.
- Where possible, staff should go to the last known location and search the route or area.
- The Senior Leadership Team must be informed.
- Parents should be contacted.
- After 60 minutes or an agreed amount of time in the case of independent travel, the police and (and where necessary) social care should be informed.

When the young person is found:

- The young person must be offered a medical health check to ensure fit and well.
- Once the situation has been resolved the members of staff involved and a member of SLT should convene a meeting as soon as practically possible to investigate the reasons for the disappearance and implement measures to ensure that it does not happen again.
- An incident should be written up on CPOMS and must be completed and signed by the Principal, SLT and governors.
- It may be necessary to write a risk assessment for the young person.

- A return to college meeting must be held with the student, which includes the attendance of an independent visitor, and if reported to the Police, they should also be asked to attend.

Senior Leadership Team