

Missing Student Policy



Table of changes

Date	Version	Summary of Amendments	Author
14 May 2020	1	n/a	JC
9 May 2022	2	Change to CEE	JC
23 May 2023	3	Change to SEE	JC
7 May 2024	4	Title changed from "Absent and missing student policy" to "Missing student policy", procedure revised, terminology adapted	JC

Purpose

This policy is designed to be implemented in cases where students are believed to be missing. The purpose of the policy is to help locate the student using the fastest and safest means possible and return them to an agreed and approved location.

It is to be read in conjunction with

- Safeguarding and child protection policy
- Children Missing from Education (government guidance, current version: 2016)
- Statutory guidance on children who run away or go missing from home or care (2014)

Procedure to follow upon report of a missing student

If the student is at immediate risk of harm from others of themselves: call 999.

Tell the police:

- Where you are and where the missing person was last seen.
- A detailed description of the missing person, including age, sex and as much information about their clothing as possible (if known).
- The circumstances of the incident, including anything that may have triggered the disappearance, how long the missing person has been missing, where they were last seen, if there was an argument.

Date: 7 May 2024

24h emergency phone line: +44 (0)7796 997780
Designated Safeguarding Lead Eve Crow: +44 7795 842565
Deputy Safeguarding Lead Andrew Cliffin: +44 7850 332614

Review by: 7 May 2025

South England Exchange Ltd, 12 Russell Mews, Brighton BN1 2HZ

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- Who is looking for the child, where were they last seen, do they have a mobile phone with them, what is the number.

Then, inform the Designated Safeguarding Lead Eve Crow (eve@southenglandexchange.org; 07795 842565) or the Deputy Designated Safeguarding Lead Andrew Cliffin (andrew@southenglandexchange.org; 07850 332614).

The DSL / DDSL will inform the partner organisation and natural parents and try to contact the student as set out below.

If the risk is not immediate, host families, friends and staff should call the Designated Safeguarding Lead Eve Crow (eve@southenglandexchange.org; 07795 842565) or the Deputy Designated Safeguarding Lead Andrew Cliffin (andrew@southenglandexchange.org; 07850 332614). Where either is uncontactable, use the emergency line 07796 997780.

The DSL / DDSL will

- Try to contact the student by phone (leave a message if no answer), text, email and social media. This must be repeated every 30 minutes.
- If appropriate, speak to friends of the student about the possible whereabouts of the student.
- If appropriate, request that the host family conduct a search of their house and garden.

If the student has not been found within 3 hours (before 8pm), within 2 hours (after 8pm) or within 1 hour (after 10 pm), the DSL will contact the natural family or sending agent by phone. The phone call will be followed up by an email.

The DSL / DDSL will

- Discuss with the natural family / partner organisation if the police should be called
- If the natural family so wishes, call the police (call 999 if now immediate danger of harm, call 101 if still no immediate danger)
- Regardless of the natural family's wishes, call the police (999 or 101) **when a further hour has passed** since the call to the natural parents / partner organisation
- Inform the natural parents / partner organisation of any report made to the police and update with any developments

Informing the Media

The police are responsible for advising the media regarding children or young people who are reported as missing. The decision to publicise these matters will always be made in consultation with the

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parents who have to give their signed consent before the media are able to circulate the details. As such, no member of SEE should release any details to the media and must refer any contact from them directly to the relevant police force.

Student Return

The DSL / DDSL will conduct a return interview with the student to discuss their absence and any reasoning behind it. If there has been an allegation of abuse toward the student, the DSL / DDSL will report this to the police, the local authority (LADO) and the sending agent. Any persons that had been informed of the student being absent or missing must be contacted immediately by SEE and be advised of the student's return.

Where the police had been informed of the missing student, they may conduct their own return interview ad procedures.

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