



## **UTC PLYMOUTH**

### **Missing Students Policy**

#### **Policy Statement**

The safety and security of the Students in our care at UTC Plymouth are paramount. Every care is taken to ensure that students are accounted for at all times when at College.

#### **Procedures**

Each Student who arrives at College is required to swipe in and is also registered during briefing time and entered onto Arbor. Students attendance at each lesson is also recorded on Arbor.

During the break times and lunch hours, the staff on duty have responsibility for knowing the locations of the pupils.

The register is taken again in the afternoon. When on excursions off the school premises, staff implement strategies to maximize the safety and security of the students in accordance with the college's Educational Visits policy. Full risk assessments are carried out. A list of all the student's names is carried by the trip leader.

In the unlikely event that it is noticed that a student has gone missing, whether in school or out: The following procedures will be followed.

- Arbor will be checked to confirm the student is in College;.
- An e-mail will be sent out to all staff
- Reception will be contacted to ascertain if the student has left college
- SLT will be informed
- If the student is still missing a structured search of the College will take place.

- Should the student remain missing for more than 20 minutes the parents will be contacted, to ascertain if the whereabouts of the student is known
- If after approximately 15 minutes the parents have not been contacted, the Principal or a member of SLT will contact the Police after 45 minutes of the student going missing.
- Once police arrive all relevant information about the student will be given. The police will then take over the search.
- If off-site, the Group Leader will remain with the police to comfort the student when found and maintain regular contact with the school.
- The remaining staff will return to the school with the rest of the Students if off-site.

When the situation has been resolved, the Principal and SLT will review the reasons for this event happening and revise measures if necessary.

#### Reducing the Risk of Lost Students when on Educational Visits

- To minimise the risk of missing students on an educational visit, students must be briefed before setting off of the importance of staying with the group leaders and reminded to encourage each other to keep with the group.
- Students must be instructed that in the unlikely event of being separated from the group, they must remain in the area they became separated from the group, so that the group can re-trace their steps to locate the student.
- Students must wear school uniform or lanyards on educational visits to ease identification of lost students and to be easily identifiable in a group. (Unless otherwise directed)
- Students are instructed who to contact in the event that they become separated from the group.

#### VERSION CONTROL SHEET

**POLICY NAME: Missing Students Policy**

**Policy Prepared by: Julie Rae**

<b>Document date</b>	<b>Filename</b>	<b>Mtg submitted</b>	<b>Summary of changes required</b>
April 2015		PHSC	New Policy
June 2019			Reviewed and updated
Dec 2021			Reviewed - SB

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