



MISSING STUDENT POLICY

Policy B2, B6, B19, NMSA2, NMSA6 & NMSA19	Missing Student Policy
Applies to	All students and staff in college and boarding premises
Approved by	I certify I have reviewed this policy and verify that to the best of my knowledge it reflects current legislation and is in accordance with the wishes of the Principal and the Board of Directors Martin Meenagh (Acting Principal)
Date	March 2017
To be reviewed	August 2017

The welfare of all of our students at CIC is our paramount responsibility. Every adult who works at the school is aware that they have a responsibility for helping to keep all of the students safe at all times. It is therefore, the responsibility of all staff to search actively for students who are missing, including working with the police and UKVI where appropriate.

CIC students are registered at the beginning of every class. Registers are taken on SIMS and those students known to be absent are recorded and show up as unauthorised absence on the register. For the purpose of this policy, the term 'missing' refers to a student who is absent without authorisation or explanation, following initial investigation of their whereabouts.

On occasions when a staff member identifies a student as missing from their expected location, immediate action is required as outlined in the procedures below. Communications with parents and the appropriate services (particularly the police) are an integral part of the procedure and all instances of a missing student must be reported to the Attendance Officer so the appropriate investigations are made.

Procedure: Missing Day Students (including external visits during school time)

During college open hours (8.30am – 6pm), the procedure for boarding students is the same as that for a missing day student.

A student may be identified as missing:

- By being marked absent from any of their classes when no notification of absence has been received by the college.
- By entries in the signing in & out book
- By any member of staff discovering a discrepancy and immediately and as a matter of urgency notifying the Attendance Officer, who will refer to Appendix 1, 2 or 3 as appropriate.

Procedure: Missing Boarders (including external visits during boarding hours)

This procedure is used if a boarding student goes missing out of hours ie between 6pm and 8.30am Mondays-Fridays, and all day on Saturdays and Sundays:

A student may be identified as missing:

- If their whereabouts cannot be confirmed visually eg at mealtimes, lights-out times
- The signing in & out book

If a student is missing, the houseparent will:

- Attempt to contact the pupil on his/her mobile phone.
- Attempt to ascertain whereabouts from friends.
- Check emails to see if any message has been passed on from the college regarding trips or activities
- Inform the senior houseparent/Head of Boarding

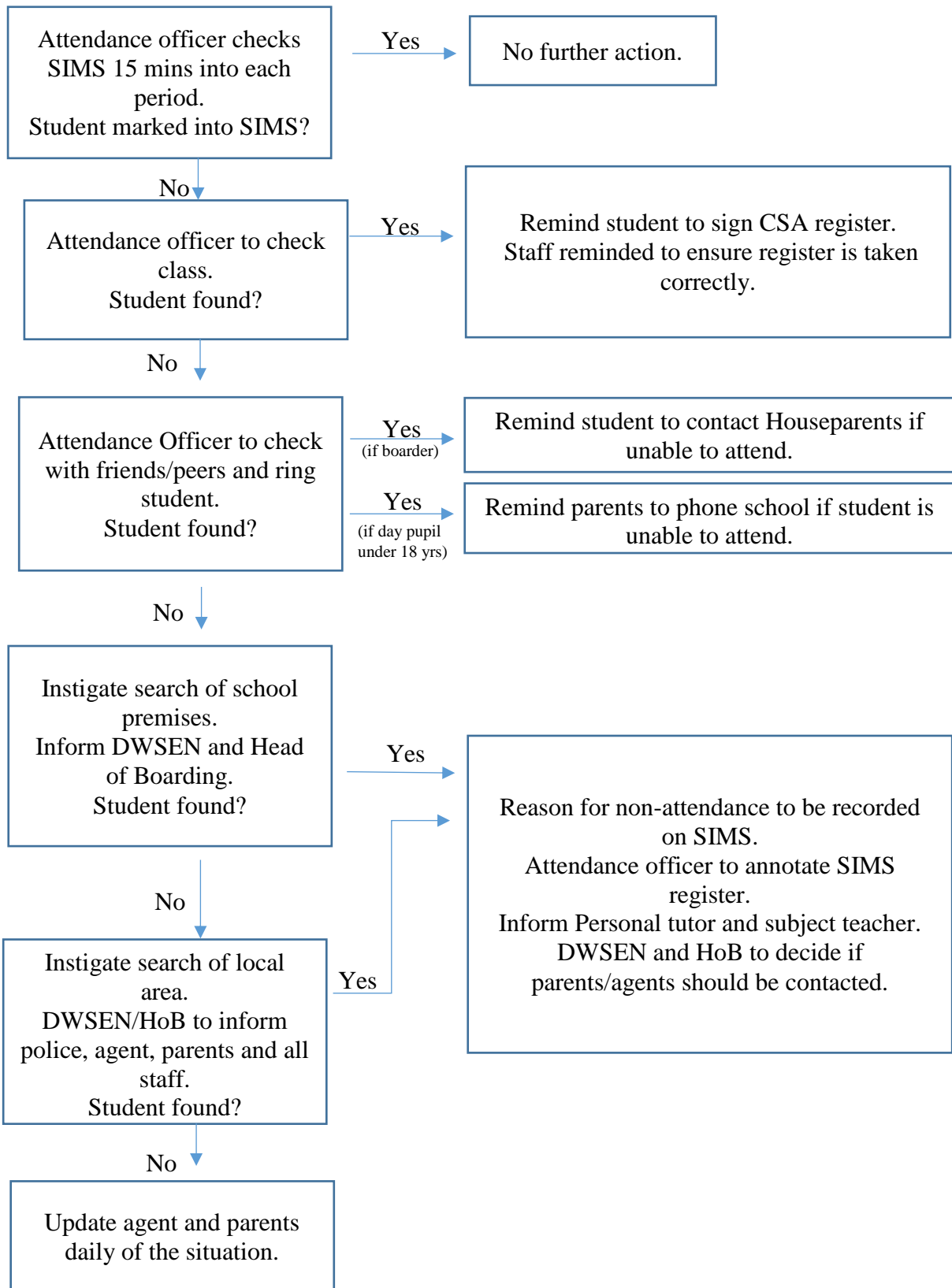
If a boarding student is still missing, the senior house parent should immediately and as a matter of urgency

- Arrange a check of the boarding site
- Notify other house parents and check for any known circumstances that might have led to the student being missing.
- Arrange a search of local roads, shops, potential haunts etc.
- Contact the Head of Boarding who will arrange for the police to be informed
- Contact their parents/guardians (with due regard for time zones).

If the student is found, or the incident is otherwise resolved:

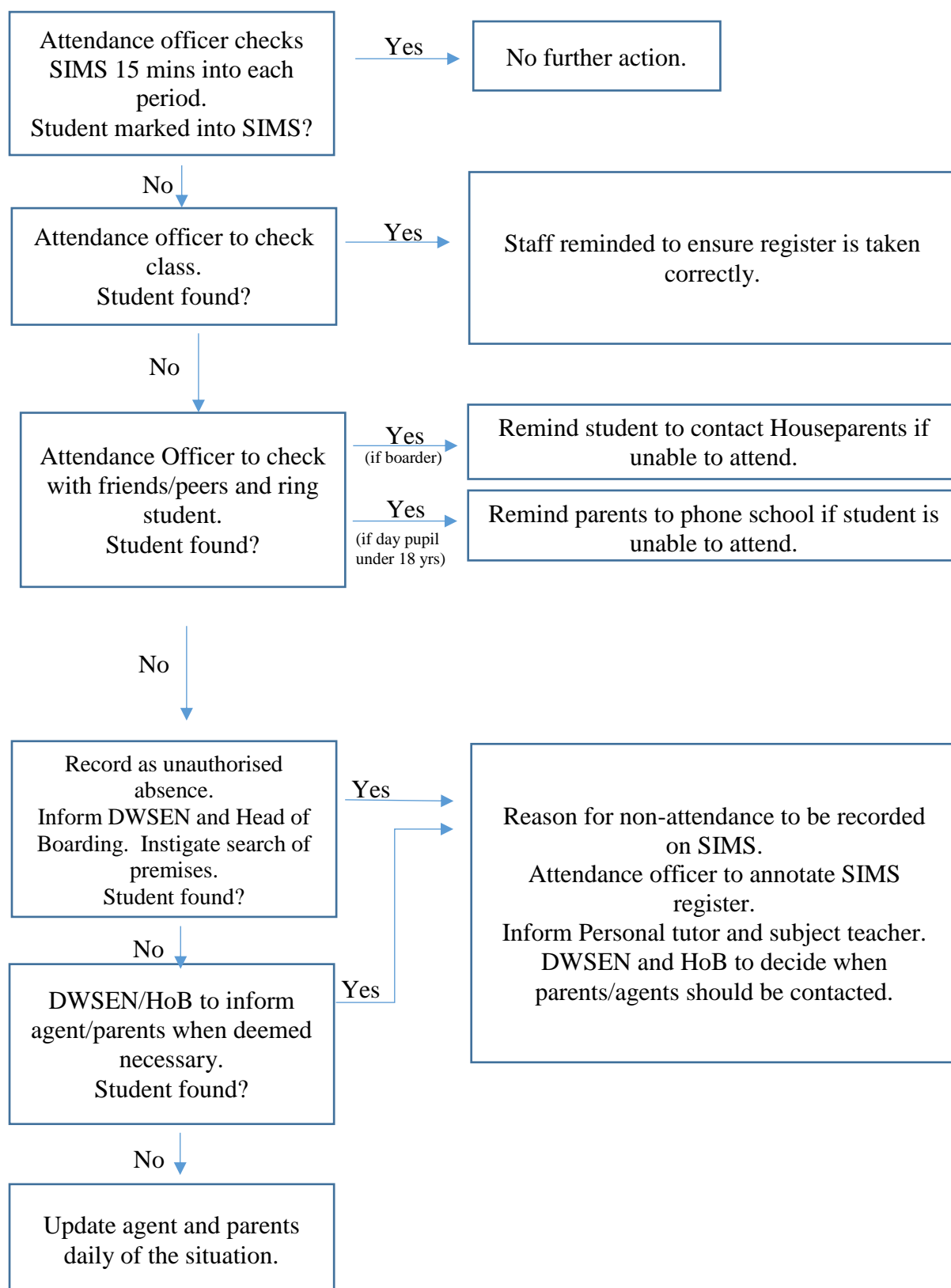
- Parents/guardians will be directly informed by the Boarding staff.
- The Police will be informed if they have been involved.
- The Head of Boarding will initiate a full inquiry, and provide a written report. This report and the incident log will be kept on the student's file.

APPENDIX 1 - Procedure for registering CSA students (day students and boarders).



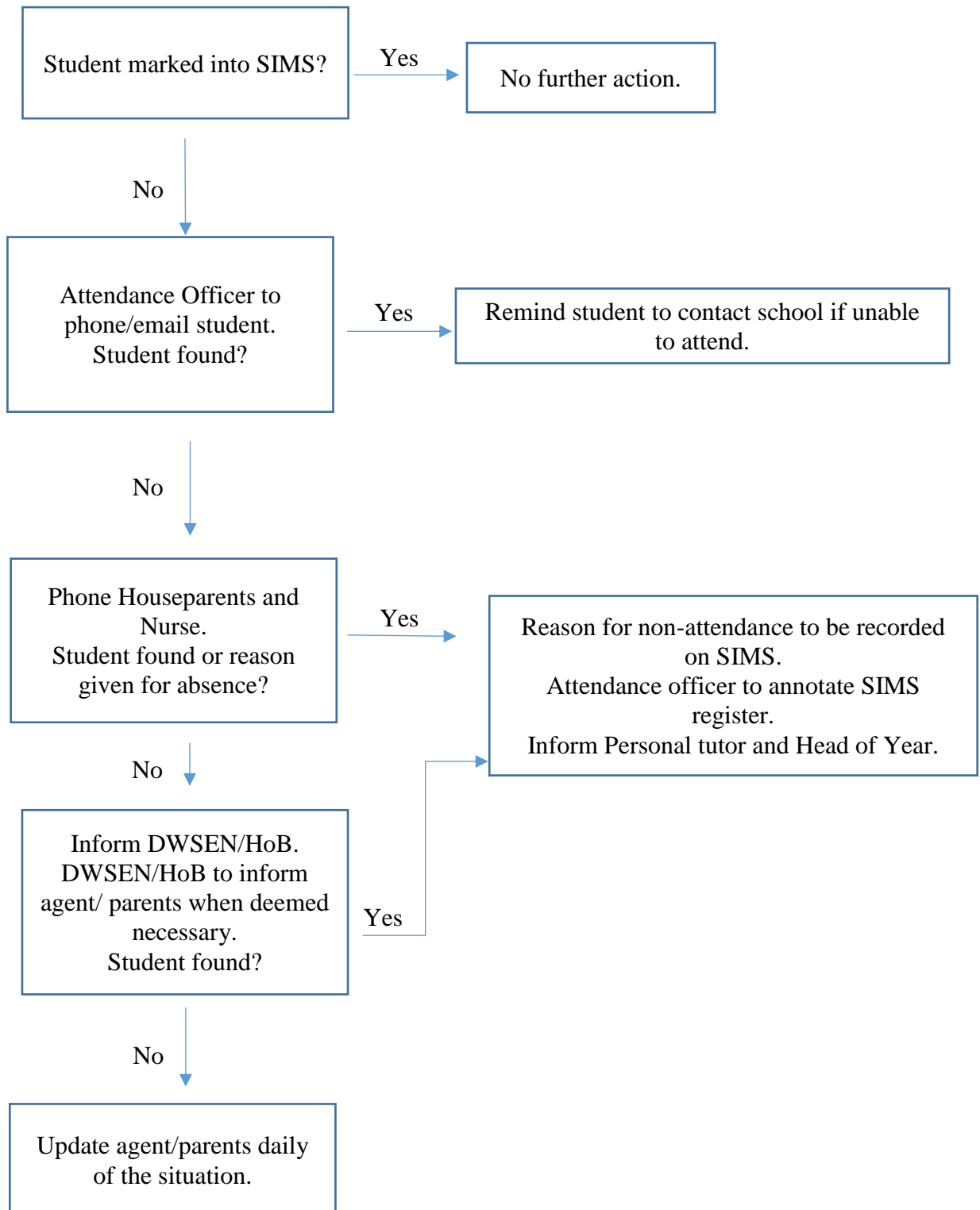
This procedure will also form part of the Missing Student Policy.

APPENDIX 2 - Procedure for registering all students (day students and boarders) aged under 16- 18 years.



This procedure will also form part of the Missing Student Policy.

APPENDIX 3 - Procedure for all students aged over 18 years.



This procedure will also form part of the Missing Student Policy.