

# Pippa's Summer School Absent or Missing Student Policy

## Overview

This policy is designed to be implemented in cases where students are believed to be absent or missing whilst under the care of Pippa's Summer School. 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.

Pippa's Summer School is wholly committed to safeguarding and promoting the welfare of all students under our Guardianship and this policy should be read by Pippa's Summer School staff in conjunction with our Safeguarding Policy which can be found on our website and the government guidance document Children Missing Education which can be found here.

Pippa's Summer School will respond appropriately to any reports of unauthorised absence or of missing students. After each report, Pippa's Guardians will assess and update (if necessary) this policy to minimise the risks in future. Where criminality is associated with the absent or missing student, this will be reported to the police by the Designated Safeguarding Lead, Jodie Godliman.

In accordance with the National Policing Improvement Agency, 'Interim Guidance on the Management, Recording and Investigation of Missing Persons 2013' this policy will help determine whether a student is absent or missing.

## Procedure to follow upon report of an absent or missing student

The Pippa's Summer School DSL is responsible for ensuring the steps below are followed upon the report of an unauthorised absence.

**The Pippa's Summer School DSL is Jodie Godliman and can be contacted on [jodie@pippasguardians.co.uk](mailto:jodie@pippasguardians.co.uk) or 07719 559144**

The DSL should determine whether the student is absent or missing.

Absent: "A person not at a place where they are expected or required to be."

Missing Person: "Anyone whose whereabouts cannot be established and where the circumstances are out of character or the context suggests the person may be subject of crime or at risk of harm to themselves or another."

The 'absent' category should comprise cases in which students are not presently where they are supposed to be and there is no apparent risk. 'Absent' cases should not be ignored and must be monitored over periods of time with consideration given to escalating to 'missing' if there is a change to the circumstances that has increased the level of risk. **Given the very young nature of students attending summer camp any incident where a student is considered 'absent' or 'missing' will be treated with the highest urgency.**

Any member of Pippa's Summer School staff may report a student as absent or missing to the police if there is a genuine concern about their safety. If there is a concern a young person has been harmed the incident should be referred to the police by dialling 101.

If the student is considered to be at immediate risk of harm or if it is known that there is an immediate danger to the student, then the incident should be referred to the police and 999 should be called in order to receive an emergency response. Following a risk assessment, the local police force will record a report of absent or missing if there are grounds to do so. In order to make a police report as much of the following information should be collated to pass to the Police:

- Where you are and where the missing person was last seen.
- Who is the missing person's next of kin or in the case of an overseas student their Guardian information (Pippa's Summer School)
- 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, if there was an argument.
- Who is looking for the child, do they have a mobile with them/what is the number?

All information we hold about the student can be found on our CRM in the Summer Camp module under the individual student record. The DSL must inform the parent(s) of any report made to the police. The parent(s) should be updated every 3 hours with any developments.

If it is decided the student is absent then the DSL should then carry out the following;

- Try to contact the student by phone (leave a message if no answer), text, email and social media. This must be repeated every 15 minutes.
- Speak to friends of the student about the possible whereabouts of the student.
- Organise a search of the grounds and bedroom of the student.
- Make contact with the student's parent(s), , to collate any relevant information about the possible whereabouts of the student.

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

### **Student Return**

The police are responsible for ensuring that the student that has been reported as missing has been returned safe and well and has an opportunity to disclose any relevant issues to them in their return interview. Where a student has been reported as absent to the police they will not be given a return interview. In such cases, the DSL should ensure a return interview with the student is set up to discuss their absence and any reasoning behind it.

If there has been an allegation of abuse toward the student, the DSL must contact their Local Children's Safeguarding Partnership and follow their reporting procedure.

Any persons that had been informed of the student being absent or missing must be contacted immediately by DSL and be advised of the students return.

If a student has been absent or missing on more than one occasion Pippa's Guardians Managing Director, Ben Hughes will consult with the students' parents and a formal review of the students attendance at Summer School required must be assessed.

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Responsibility for Policy Review	Jodie Godliman/Imogen Trevethan