



# TRINITY SCHOOL

## Missing Student Procedure

### 1. Introduction

This procedure is to be used for searching for, and if necessary, reporting, any student missing from Trinity School. The procedure includes the requirement to record any incident, the actions taken to establish the whereabouts of the student and the reasons given by the student for being missing.

NB: A child going missing from school or from home is a potential indicator of abuse or neglect. When dealing with a missing student incident, staff should act to identify any risk of abuse and neglect, including sexual abuse or exploitation.

The Deputy Head Pastoral and Assistant Head (Safeguarding) (Designated Safeguarding Lead/DSL) or, in their absence, one of the Deputy DSLs (Designated Safeguarding Leads) should always be informed when a student is found to be missing. The Deputy Head Pastoral, DSL or DDSL will brief the Headmaster and Senior Deputy Head as required.

In cases where a student has gone missing on repeat occasions, or where a single instance of truancy or running away gives rise to concerns of abuse or neglect or other risk of harm, or where there is evidence of a crime, the matter will be referred to other agencies, including children's social care services and/or the police.

### 2. Missing Student Procedure

- In all lessons a register should be completed on iSAMS within the first 10 minutes.
- Students who have been confirmed as out of school/that lesson should be 'pre-registered' by the Office with the relevant code. This will be indicated by the student's line being marked in red on the lesson register with an accompanying code.
- If a student is missing from a lesson but registered as present in school that day, their line will be green on the iSAMS lesson register. These individuals need to be found.
- The classroom teacher should inform the Office so that they can undertake the

necessary steps in Appendix I. This can be done through the use of the Alert button on iSAMS. The student should be logged as an N by the class teacher.

- If the student has not been located after this point, the DSL (or DDSL) are to be informed.
- The Deputy Head Pastoral will inform the Headmaster and Senior Deputy Head and keep them apprised of developments, as necessary.
- If the Missing Pupil Procedure is formally enacted, the Deputy Head Pastoral will allocate staff to continue searching the school site.
- While this search continues, the Office will continue to make every effort to contact the student by phone to locate them and get them back into School.
- The Deputy Head Pastoral and/or DSL will contact the student's parents to inform them of our concern and to find out whether they know the whereabouts of their child.
- If the missing student cannot be traced within an hour of being reported missing, the Deputy Head Pastoral, having consulted with the DSL, will make a Risk Assessment Judgement of the situation (see below), and decide as to:
  - whether to inform the Police immediately.
  - whether a longer timescale should be created and what the Responsible Person and any other member of staff should do during any such time extension, including key checkpoints for a subsequent further action & re-assessment, and a cut-off point after which the police must be contacted.
- The Responsible Person will keep the Deputy Head Pastoral and DSL (or, in their absence one of the DDSLs) informed of the situation as it develops.
- The Deputy Head Pastoral or relevant member of SMT will remain in contact with the student's parents and keep them apprised of developments.

### **3. Making the Risk Assessment Judgement**

Several contextual factors will be considered, including:

- Threat factors: time of day, darkness, weather conditions, known local concerns.
- Proximity of School timings (e.g., morning or afternoon registration) from which the student would not have been absent without good reason, or which are worth waiting until before considering them to be missing.
- Individual student circumstances: age, judgement, known personal, pastoral, or disciplinary issues, mood and/ or communications prior to going missing, previous instances of going missing.
- Any reassurances/ likelihood as to their whereabouts.
- Any parental indication of concern.

Specifically:

- In the case of a student about whom there are pre-existing welfare concerns then the timeframe must be compressed, and the Police must be contacted by the one-hour point (see below).
- If the student is young (J Bug – Year Five) and staff have received no assurance as to his whereabouts, then the Police should be contacted at the one-hour point.

All Staff should remember that:

- Early contact with the police may help to save a student's life/save them from significant harm.
- Failing to act within a responsive period could prove costly.
- Staff must feel confident in making sensible judgements as to the whereabouts of the student, as a normal parent would – but always err on the side of caution and believe that 'sooner is better than later.'

#### **4. Contacting the Police**

Before the Police are called, the Deputy Head Pastoral, DSL/Deputy DSL and the student's parents should be informed. However, where attempts to contact the Deputy Head Pastoral, DSL/DDSLs and/or the parents are unsuccessful, this should not delay contacting the Police. When contacting the Police to report a Missing Child, call 101 in the first place but, if circumstances dictate, do not hesitate to call 999. Pass to the Police all pertinent details as they request.

Ask for their direct contact number, so that you can make swift contact should the situation change.

Where the School contacts the Police, the following information should be provided:

- the student's name
- the student's age
- if available, the student's mobile telephone number
- an up-to-date photograph if possible
- the student's height, physical description, and any physical peculiarities
- any disability, learning difficulty or special educational needs that the student may have
- the student's home address and telephone number
- a description of the clothing the student is thought to be wearing
- any relevant comments made by the student such as "I'm going to run away to Edinburgh".
- any suspicion/evidence of a crime.

The information will then be passed to the various police stations through police channels and no further notifications from the school should be necessary – except if the student turns up when the school will notify the Police of their return.

## **5. Record-Keeping**

Depending on the incident, the DSL will keep a record of the incident. As such, as soon as possible following the conclusion of the incident, the Responsible Person should provide to the DSL a written record of:

- the student's name.
- relevant dates and times.
- the decisions and actions taken to find the student and the reasons for them.
- whether the police or social services were informed.
- outcome or resolution of the incident.
- any reason given by the student for going missing.
- any concerns or complaints about the handling of the incident.
- a record of the staff involved.
- Any other salient information.

## **6. Follow-up to a Missing Student Incident**

Once a student returns from being missing, they will be provided with support and the opportunity to discuss the incident with the DSL and the School Counsellor. They may also be provided with the contact details for external support services (e.g., NSPCC).

The student's parents will also be given the opportunity to discuss the incident with the Deputy Head Pastoral and/or DSL, who will provide advice and support where required.

Any residual concerns about the student's welfare resulting from an incident will be acted upon and, where appropriate, Children's Social Care Services and/or the Police will be informed, in accordance with the School's Safeguarding and Child Protection Procedures.

## **7. Missing students when educational provision is remote**

In a remote learning situation, students are the direct responsibility of their parents. This said, students are still expected to register that they are working that day and turn up to their lessons. Where a student is known to be working but absent from their lessons, their classroom teacher should report the absence to [schooloffice@trinity.croydon.sch.uk](mailto:schooloffice@trinity.croydon.sch.uk) or to the Attendance Officer directly. The School Office will follow this absence up by contacting home.

## Appendix I: Role of the School Office

1. Respond to the iSAMS 'alert' (or email), to acknowledge receipt.
2. Check name against 'red flag' list of vulnerable students (All Staff Team / Files / Attendance / Red Flag List)
3. Investigate whereabouts of pupil as per table below

What / where / who to check	Further Details
signing out book	Nurses will initial next to students who have permission to go home
signing in book	In case student has signed wrong book
My School Portal	Search MSP for relevant absence requests
Students out of lessons list/trips	On All Staff Team/Co-curricular, via Trips Admin support
Sports fixtures	On school website (SOCS)
Medical Room	Including Quiet Room
HOYs	In case they are with them, or they have knowledge not logged on MSP.
Tutor	In case of appointments that haven't been logged on MSP
Counsellor Wellbeing lead (NXW)	Nurses and SIC have appointment list
Learning Support Department	
Music Lesson	Music timetabling
Psychologist (Learning Support Department)	SIC and KXA have appointments (and HOYS will know them for their year group.
Teacher of previous lesson	Locate, phone and speak to teacher who may have useful info
Library	
Sixth Form Centre	Sixth Form PA (AXT)

4. Ring student's mobile phone
5. Email out to all Teaching and Support Staff to ask if they have seen the student
6. Contact the porters, show them a photo of the student and ask them to check the toilets and corridors.

If student is located, reply to all to stand down concern.

If student is not located, inform IMS and SIC (DSL), or DDSL in her absence – Missing Pupil Procedure instigated.

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