



## LWS Academy Trust

Montefiore Drive, Sarisbury Green, Southampton, SO31 7NL. Tel: 01489 582684  
[www.lordwilson.org.uk](http://www.lordwilson.org.uk)

### **MISSING STUDENTS PROTOCOL**

This policy should be read in conjunction with the Attendance policy, and the Hampshire Police and Local Authority Missing Children Protocol.

The level of staffing within the Academy ensures that students are closely supervised at all times, however on occasion students may choose to leave the Academy site without permission. Staff will encourage students to remain on site and remind them of the consequences if they choose to leave the Academy site. If a student leaves the Academy site for a period of more than ten minutes during the Academy day without permission, they are considered missing. The Academy will then follow the procedure detailed below:

- SMT will be informed immediately.
- If deemed safe to do so, staff will follow students as far as reasonably possible. Staff must keep their radios on or have alternative means of communication.
- If staff lose sight of students or find it difficult to keep up with them, they must contact the Academy without delay. A member of staff will then be deployed to go out in an Academy vehicle to attempt to look for the student, whilst the other member of staff returns to Academy.
- At this stage parents/carers should be notified.
- If after 20 minutes the student is still missing, all staff will return to Academy.
- Parents/carers should be contacted again to discuss when would be the most appropriate time for the Police to be contacted to report the student as missing.
- SMT or a delegated member of staff will arrange for the Police to be contacted on 0845 0454545, with full name, address, DOB of student. They will ask for a description, what they are wearing, and the circumstances around their leaving the Academy site. They will also ask if they are vulnerable, take drugs, have mental health difficulties, are likely to harm themselves or others.
- The Police will give an incident number which will need to be passed onto the parents/carers.



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- Liaison will then need to continue between the Academy and parents/carers until one of the following resolutions is reached:
  - 1) The student returns home;
  - 2) The student returns to Academy;
  - 3) The student is located by the Police and either brought back to Academy or returned home.
  
- If the student does return home or back to Academy, the Police will need to be contacted with the incident number to cancel the Missing Person Report.
  
- If at 2.20p.m. the student has still not been found, further calls need to be made to the Police to confirm that the student has not come back to Academy. Parents/carers will also need to be contacted to explain the same. **AT THIS STAGE THE DUTY OF CARE WILL PASS BACK TO THE PARENTS/CARERS AND THE POLICE WILL CONTINUE THEIR LIAISON WITH THEM.**
  
- Please record incidents of this nature on the database as absence from lesson and on the Yellow Cards as missing from the Academy site.

In cases where a student repeatedly leaves the Academy site and is reported as missing to the Police, it will be necessary to hold a strategy meeting with parents/carers, the student, and involved agencies to discuss ways in which the student could be supported to ensure this does not continue.