



ST JOHN'S COLLEGE  
Cardiff

# Missing Persons Policy

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**St John's College, Cardiff**

## **MISSING PERSONS POLICY**

**This policy applies to all sections of the School:**

Sixth Form, Senior School, Junior School,  
Infant School & Nursery.

***Version: September 2023***

## Registration and Absences

The School has clear guidelines for the registration of students twice daily by the Form Tutor in the morning and after lunch. There is also a signing in and out procedure for all students during the School day. Requests for planned absences are required in advance, with temporary unexpected absence explained to Form Tutors or Heads of Year by a letter from parent(s)/guardian(s). When a child moves school there is communication with the school to which the child is moving.

In the event of a student being absent without authorisation or explanation, but is known to be in School, the member of staff responsible for that lesson or activity should inform the School Secretary, at the earliest opportunity (staff should not in normal circumstances leave their lesson), who will check whether the student has been registered present during the school day. The School Secretary will also cross-reference with other administrative staff to ascertain if the student has signed out.

In the event of the School Secretary being unavailable, the main School front desk should be contacted. Mrs. Emma Jones - *Assistant Head, Pastoral and DSL*, must also be informed; if Mrs Jones is unavailable, a member of SLT should be informed. The person in charge must ascertain the circumstances of the absence and parent(s)/guardian(s) should be contacted. The checking should continue for no more than two hours before the police is informed.

## Procedure during day school hours

- Other students are asked if they have any information;
- Member of staff responsible contacts the School Secretary, Mrs. Helen Gale (ext. 204), the School Administrator, Mrs. Dawn Jones (ext. 225) or the Junior School (ext. 313);
- School Secretary checks registers and signing in/out book;
- School Secretary contacts the Form Tutor and Head of Year (HoY) to ascertain whether they have any knowledge of the student's whereabouts;
- School Secretary rings home to see if the student has absented themselves without following expected procedures;
- School Secretary contacts the Head of Year (HoY) or Head of Junior School and Deputy Head;
- Attempts should be made to contact the student on mobile phone if he/she has one;
- Head/Assistant Head(s) of School made aware of missing student;
- If practicable, sensible searching of the immediate area should be undertaken, following any clues or information forthcoming from any source including students;
- Head/Deputy/Assistant Head(s) contacts parent(s)/guardian(s);
- Head/Deputy/Assistant Head(s) contacts the police, giving details of where student was last seen and for how long they have been "missing". All the relevant information regarding the student must be readily available including a full description and any details of the clothing in which the student was last seen;
- Head/Deputy/ Assistant Head(s) discuss with DSL or DDSL;
- DSL contacts School Liaison Officer;
- A written record is made of any incident of a student missing from School, the action taken, and any reasons given by the student for being missing.

## **Nursery**

The EYFS/Nursery have their own Missing and Lost Persons Policy that they will adhere to if they are unable to locate a child.

## **Links to other policies**

- Safeguarding and Child Protection Policy
- EYFS Missing and Lost Persons Policy