

Missing Student Procedure

Missing Student Procedure January 2024

Introduction

This procedure should be followed when a student has gone missing whilst on the school site.

Bardwell School provides a high staff to student ratio across the school. This ensures students are well supervised and safe throughout the school day.

Where there is a known risk that a student may abscond or take action that could put themselves or others at risk, strategies and responses will be detailed on the individual students regulation profile and/or risk assessment. The individual regulation profile and/or risk assessment may refer to triggering this procedure.

This procedure should be followed in all other cases where a student has gone missing whilst on the school site.

Stage 1

Class lead will radio using code "Stage 1 and their class name/location" to alert administrative team and Senior leadership that they are searching for a student.

Class staff will ensure they have thoroughly searched:

- All areas of the student's classroom (or other rooms that have recently been used for lessons). This includes searching toilets and cupboards.
- The playground the child uses for play time
- Any known favourite places for the student

If student found class lead will use radios to communicate using code "stage 1 completed"

Stage 2

If on completion of stage one the student remains missing, stage 2 will be initiated.

Class lead will radio using code "Stage 2 and their class name" to alert administrative team and Senior leadership Team (SLT)

The remaining class staff will ensure safe supervision of other class Students. If, based on dynamic risk assessment, the teacher feels staff members can be released whilst safe supervision of others can be maintained, they may release more staff to support with stage 2.

All other available SLT members, administrative team or staff not required in classrooms will go to the 'search hub' in reception to support with the search.

A member of the Senior Leadership Team or Administrative Team will be identified as search co-ordinator. They will remain in reception at all times which will become the 'search hub'. Colleagues will be given Zone Cards, with instructions to search zones and

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return to the coordinator. Coordinator will prioritise zones dependent on where student went missing from.

The exception is that whoever is designated to search Zone 1, will base themselves in the location of the fire evacuation assembly point by Glory Farm school to be able to sight if anyone attempts to leave the premises.

Once a zone is searched radios will be used to inform search coordination that the check has been completed, if the student is found the phrase “student in zone X, stage 2 complete” should be used, if the student is not found, “zone X clear to be used”.

The search co-ordinator will check off all zones as they are cleared.

Stage 3

If the child is still missing when each zone has been searched, police and parents should be called. The search coordinator can direct colleagues to begin searching the surrounding areas of the school. A familiar member of staff to the child should be present during contact with the police to give a description of what the child was wearing on the day.

Nursery and Class 1

Nursery and Class 1 are in a separate secure area. If a student goes missing from here, Stage 1 will be initiated as above, A member of SLT will attend site to support. Due to the security of this area, if student cannot be found during initial search, SLT to be informed and stage 3 to be initiated.

Zone Summary

Zone	Main rooms / areas
Zone 1	Car park and Hendon Place (view from gate). Remain in position with viewpoint of school exits – Fire Evacuation Point
Zone 2	Staff Room, SLT Office, Head Teacher Office and reception
Zone 3	Hydrotherapy Pool
Zone 4	Class 2, Class 3 and Class 4
Zone 5	The Gallery, The Studio and Student Kitchen, PPA Room, Nurse’s Room, Meetings Room and Library, bathroom and HR office
Zone 6	Class 10, Class 9 and Class 8, plus toilets in this corridor
Zone 7	Class 7, Class 6 and Class 5, plus toilets in this area, plus outside boundary around classes (Classes 5 – 10)
Zone 8	Primary Playground and Secondary Playground
Zone 9	Hall and The Pod
Zone 10	The Lodge, including outside spaces around The Lodge

Nursery and C1

Please take the following items with you:	Radio Red gate key
Door Codes:	2468X

Class Lead to implement this search as stage 1, notifying SLT that stage 1 is in process in Nursery / C1. A member of SLT will walk across to the nursery building upon hearing this.

Space	Places to check
Nursery	Store room space inside classroom, toilets and changing space, around classroom, under table, in den space
Class 1	Toilets and changing space (between Nursery and C1), around classroom, under tables, kitchen, cupboards
Outside Class 1	Behind Shed, between fence and class 1 wall
Outside Nursery – play area	Sand pit, grass area, wooden structure, play frame, around sed area, inside fenced area outside nursery,
Pedestrian area	Scan outside of the fence on all sides of the nursery and c lass 1 outside space.

When complete, if child has not been found, class lead to position by gate with view point of both doors (N and C1) and Stage 3 to be initiated.

ZONE 1

Please take the following items with you:	Radio Padlock key for Cooper Field
Door codes:	2468X

Space	Places to check
Road towards Cooper School	Around cars and bushes Alleyway opposite Nursery
Cooper Field	Search/look across Cooper Field
Car park	Near buses, behind pool, near Nursery and between Bardwell and Glory Farm
Hendon Place	View of Hendon Place from gate

**When complete, remain in position with view point of main exits from school site
(Fire Evacuation Meeting Point) until search completed.**

ZONE 2

Please take the following items with you:	Radio
Door codes:	2468X

Space	Places to check
Staff room	Under tables and around room
SLT Office	Under desks, behind any bags
Storage area outside SLT office	
Staff toilets	Cubicles
Head Teacher Office	Under table or desks
Printer area	Printer cupboard
Outside space	

ZONE 3

Please take the following items with you:	Radio Key to the main entrance & pool office
Door codes:	2468X

Space	Places to check
Hydrotherapy Pool	Toilet, changing rooms, around edge of pool, inside the pool
Pool staff office	Around room, under desk
Visitor entrance to pool	Around area and storage box

ZONE 4

Please take the following items with you:	Radio
Door codes:	2468X

Space	Places to check
Class 2	Cloak room space outside classroom, toilets and changing space, class cupboard, around classroom, scan outside
Class 3	Space outside classroom, toilets and changing space (between C3 and C4), class cupboard, around classroom, scan outside
Class 4	Space outside classroom, class cupboards x 3, around classroom, scan outside
Cleaning store between C3 and C4	

ZONE 5

Please take the following items with you:	Radio
Door codes:	2468X

Space	Places to check
The Gallery	All areas and corners, checking behind equipment and sofas, Art Cupboard, Physio store cupboard, SBM office
The Studio	Main cupboard, check around room and behind equipment
Student Kitchen,	Space outside classroom, class cupboards x 3, around classroom, scan outside
Facilities / IT Cupboard	Under desks, in cupboard
PPA Room	IT cupboard, under tables and desks
Nurse's Room / toilet	Toilet, under table, storage cupboard, under desk in nurse's room
Resources cupboard	All areas
Meetings Room	Under and around table, cupboard
Library	Cupboard, library area
HR office	Under desk

ZONE 6

Please take the following items with you:	Radio
Door codes:	2468X

Space	Places to check
The Bubble	All areas
Class 10	Class cupboards, hygiene room
Class 9	Cupboards x 2, outside areas
Class 8	Class cupboards
Toilets	All cubicles

ZONE 7

Please take the following items with you:	Radio
Door codes:	2468X

Space	Places to check
Class 7	Toilet, all areas of classroom
Class 6	Class cupboards and under sides
Class 5	Class cupboards and hygiene room
Toilets between C5 and C6	All cubicles
Outside area	Border areas between Class 5 and Class 10

ZONE 8

Please take the following items with you:	Radio
Door codes:	2468X

Space	Places to check
Primary Playground	Artificial grass area, wet pour areas, all equipment, shed
Secondary Playground	All corners, all equipment, scan Cooper Field

ZONE 9

Please take the following items with you:	Radio Kitchen fob
Door codes:	2468X

Space	Places to check
The Hall	Cupboards, kitchen and hall
The Pod	Around room, under table, cupboards x 2
Toilet between The Hall and The Pod	

ZONE 10

Please take the following items with you:	Radio
Door codes:	2864#

Space	Places to check
The Lodge (general)	Office, kitchen, shared spaces, classrooms x 2, hygiene rooms x 2 and 2 x toilets
The Lodge (class rooms)	Classrooms and cupboards
The Lodge (outside)	Sides of the building, length of outside space, Shed (in and around), storage cupboard (in and around) Scan Cooper field