



ROYAL
BALLET
SCHOOL

SETTING THE STANDARD

MISSING OR UNCOLLECTED STUDENTS POLICY

SEPTEMBER 2019

Registered address: 46 Floral Street • Covent Garden • London WC2E 9DA

www.royalballschool.org.uk

Updated: 1 September 2019 (JT-H) Next Review: June 2020

Page 1 of 3

MISSING OR UNCOLLECTED STUDENTS POLICY

Introduction

The Royal Ballet School has a responsibility throughout term time for the welfare and safety of its students. Members of staff should make every reasonable effort to locate missing students and to inform relevant parties, including if necessary the police; and to make appropriate arrangements for the safety and welfare of any students not collected by parents or guardians at an agreed, expected or required time.

MISSING STUDENTS

Definition

For the purpose of this policy a student is deemed to be missing if they are absent from White Lodge or the Upper School (including the Boarding Houses), without authorisation or explanation.

Missing Students

A student may be identified as missing:

- If they fail to arrive and sign in at school in the morning and there has been no notification of absence from their parent/guardian, House staff or via iSAMS
- They fail to arrive for a planned lesson, class or activity
- They are reported absent by another student.

Procedure to be followed by School staff

1. Any member of staff discovering that a student is missing should notify Front of House who will:
 - a. Check iSAMS, the academic and ballet timetables, peri music timetables at White Lodge and any published medical appointments to identify any approved absence
 - b. Call home immediately, if it is a White Lodge day student at the start of the day, to find out if the student is at home or delayed
 - c. Call House if it is a boarder, to see if the student is for some reason, not yet given, still in House
 - d. Check with medical staff (nurse, physio, counsellor) to see if the student is with them or at an external appointment.
2. If the student is still found to be missing Front of House should then inform the Assistant Principal or the Principal or, in their absence House staff, who will:
 - a. ask House staff to contact the student using their mobile phone number
 - b. speak to other students to shed light on the absence and, if needed, ask them also to call the missing student
 - c. organise a search of the site and the boarding houses
 - d. Advise all staff (by email) to immediately inform them/House/Front of House if the student arrives.

3. If these steps fail to locate the student:
 - a. Parents will be informed by House staff or the Assistant Principal/Principal
 - b. the Artistic Director will be informed and in his absence the Chief Operating Officer
 - c. The Police will be informed at the discretion of the Assistant Principal/Principal/Artistic Director.

4. If the student is found, or the incident is otherwise resolved:
 - a. Parents and all staff aware of the absence should be informed that the student has been located by House or senior staff as appropriate
 - b. The police will be informed if they were involved in the matter
 - c. The House staff will record the incident on the Missing Student Record Form and keep a copy in the student's file.

UNCOLLECTED STUDENTS

This procedure is to be followed in the event of students not being collected by parents or guardians.

If a student is not collected from School by parents or guardians at an arranged, required or expected time, the following procedure should be observed:

- School staff should contact the parents and/or guardians to ascertain the reason for non-collection. Contact details are on iSAMS.
- A member of staff should oversee the student until they are collected.
- If appropriate and practical to do so, refreshments and/or meals should be offered to the student.
- If necessary, safe and possible, arrangements to convey the student to their destination should be made with taxi companies, chaperones or other outside agencies by the duty member of staff.

Please note that, unless otherwise specified, School staff remain 'on duty' until the satisfactory completion of all 'hand-over' arrangements. If the collection is at the end of term, or half term or at the start of an exeat the senior House staff member on duty for that period will remain with the student until they have been collected.

In the event of a continued lack of communication with parents or guardians, duty staff should inform the Assistant Principal, Principal or Artistic Director.

If the student remains uncollected or cannot safely be conveyed to their destination, further arrangements will be put in place as necessary following consultation amongst all relevant parties.