

Rodolfus Choral Foundation

The Rodolfus Choral Foundation Limited

MISSING PERSONS POLICY

Reviewed: June 2026

Next Review: June 2027

Author: Annabel Price (Designated Safeguarding Lead)

Approved: Binath Philomin (on behalf of the Board of Trustees)

KEY TERMINOLOGY

The Foundation refers to **The Rodolfus Choral Foundation**

The OT refers to **The Operations Team**. This would usually comprise the General Manager, Course Operations Manager, Communications Manager, Access and Partnerships Manager and the Choir Team.

Adult refers to all people 18 and over. This includes staff, volunteers, observers and guests.

Staff refers to all those who work for or on behalf of The Foundation in any capacity whether paid or voluntary. All staff working for the foundation will be over the age of 18.

Parent refers to birth parents or other adults who are in a parenting role e.g guardians, stepparents or adoptive parents.

Child refers to all young people under the age of 18.

Young person/Student (here) refers to all people who may be participants in The Foundation's courses and choirs (excl. Adult Courses). This includes participants on Senior Courses or singers in the Rodolfus Choir who may be aged between 18 and 23.

DSL refers to the **Designated Safeguarding Lead**

ToS refers to the **Trustee with oversight of Safeguarding**

CoBT refers to the **Chair of the Board of Trustees**

TABLE OF CONTENTS

KEY TERMINOLOGY

- 1 POLICY AIMS
 - Philosophy Statement
 - Objectives
- 2 PREVENTION PROCEDURES
 - Adaptation and Discretion
 - Routine Measures
- 3 GENERAL PRINCIPLES
- 4 MISSING PERSON SCENARIO
- 5 INVESTIGATION & REVIEW

1 POLICY AIMS

1.1 Philosophy and Statement

- i. The safety and welfare of young people in the Foundation's care are paramount. Every adult who works with the Foundation is aware that they have a responsibility for helping to keep all pupils safe at all times.
- ii. Every care is taken to ensure that the young people are accounted for at all times.

1.2 Objectives

- i. This policy is linked to and should be read in conjunction with the Foundation's Safeguarding and Child Protection Policy.
- ii. This policy has been authorised by the Board of Trustees, is available on request and is published on the Foundation's website. It is reviewed bi-annually.
- iii. This policy has specific regard to children in the Foundation's care, defined as a person under the age of 18. HOWEVER, procedures outlined here may also offer helpful guidance in the event of a young person of 18 years or older being unaccounted for.

2 PREVENTION PROCEDURES

2.1 Adaptation and Discretion

- i. The procedures in this policy may be adapted as necessary and as appropriate to the location, young person's age and other factors. The CoBT, DSL and ToS have a wide discretion in relation to the procedures in this policy.
- ii. The Foundation distinguishes between a child who has gone missing while in the care of the Foundation, to which this policy refers, and a child who has not arrived at the start of their stay with the Foundation for unknown reasons.

2.2 Routine Measures

- i. Staff take regular registers on the Foundation's residential courses. These occur as follows:
 - Start of day: Morning Meeting (pre-breakfast)
 - Start of each rehearsal or music session
 - Mealtimes
 - Beginning and end of significant movement from one location to another.
 - End of the day: Bedtimes or evening briefing
- ii. Children on Junior Courses are asked to speak to a member of staff if they need to leave the rehearsal room. They would also be chaperoned between rehearsal venues.
- iii. Young people on Senior Courses are encouraged to do likewise.

3 GENERAL PRINCIPLES

Staff are encouraged to implement the following general principles in addition to regular role calls and the routine measures of the course timetable:

1. Young people should be supervised by staff at all times, particularly younger children.
2. When moving between sessions, encourage students to stay in pairs and groups.
3. Young people should be briefed as to what is out of bounds e.g. not leaving the school/college premises except where necessary to move between venues.
4. Any young people (on senior courses) who wish to leave the course premises must have permission from a member of the senior team.

Young people must be in groups of no less than three if they leave the premises. Staff must log the time and name of the young people. They must then report back to the same member of staff on return.

4 MISSING PERSON SCENARIO

If a young person seems to have gone missing, follow these steps. You must only progress to the next step if the young person is still missing:

1. Note the TIME
2. Check with other young people and staff first – when did they last see them.
3. Call the young person's phone. The Course Manager will have numbers.
4. Occupy the other young people while a few adults search the grounds and boarding house(s).
5. Inform the Course DSL, Course Manager or Head of Pastoral Care.
6. After 30 minutes has elapsed, contact the venue's security team to check gates and CCTV.
7. After 1 hour has elapsed, the Course DSL should call the Foundation DSL or DDSL, after which they should call the parents to notify the police if the young person is still missing.
8. The Course DSL will notify the venue staff and premises staff, who will in turn inform the Local Safeguarding Children Board (LSCB) and the Local Authority Designated Officer (LADO).
9. Course staff will cooperate with any police investigation and local authority safeguarding investigation.
10. The Foundation's Trustees will be informed by the ToS and the course insurers notified by the OT.

5 INVESTIGATION & REVIEW

Once the situation has been resolved, staff should act in the following manner:

1. Check that the young person is OK.
2. Reassure the other young people and reiterate the boundaries and guidance to stay in groups.
3. Make a note of everything that happened. If necessary, speak to the DSL to help structure your report.
4. The Head of Pastoral Care or Course Manager should speak to the parents of the young person concerned in order to debrief and reassure.
5. Refer any media interest to the Foundation DSL via the OT.
6. If absence is triggered by significant distress, consider an Individual Care Plan.

- 7. ALL INCIDENTS AND CONCERNS MUST BE LOGGED.** This should either be reported in the PASTORAL ONLINE LOG or the SAFEGUARDING LOG as appropriate. Links to these will be provided prior to the course commencing.

N.B Access to the Safeguarding Log is only given to the DSL, Course Manager, Head of Pastoral and the Operations Team. Access to the pastoral log will be given to all course staff.