



B4L YOUNG PERSON MISSING FROM SCHOOL

Weston Point College

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1. Policy Statement

- The purpose of this policy statement is to give all staff a clear understanding of how to respond and who to inform should they discover a Young Person is missing.
- The aims of this policy statement are to:
- provide a clear procedure which is understood and effectively implemented by all staff
- enable the missing Young Person to be located as quickly as possible and given the appropriate level of safety and security commensurate with the pupil's age and emotional/behavioural maturity

2. Occasions when a Young Person may go “Missing”

- Staff are to be mindful that a Young Person can go missing during any part of the school day. In this context “missing” is to be defined as:
- “A period of longer than five minutes where a Young Person is not accompanied or supervised by an adult

Examples:

- This could occur when a Young Person is allowed to leave the classroom unaccompanied by an adult and fails to return; e.g. to go to the toilet, to collect something from his/her bag, being sent to another class or teacher for a time out, undertaking errands for the teacher such as collecting books.
- This could occur when the class are outside the building with the Young People are spread out and/or engaged in a variety of activities that make it is easy for them to wander away unnoticed. e.g. - during games - during other outdoor lessons e.g. measuring parts of the building) - at the beginning or end of outdoor lessons when or using the toilet, getting a drink
- This could occur during a school visit when Young People are in groups for example walking around a museum or trail. While there will be a separate Risk Assessment for any external visit staff will need to follow and implement this policy directly.
- This could occur when a Young Person is in a heightened state and removes themselves from other people.

3. Procedures

There are high staffing ratios in school to ensure that Young People are closely monitored and supported at all times. If a Young Person fails to return to in any or a similar situation to those listed above the following needs to take place:

- **Stage One:**
 - Systematic search: The staff member needs to ensure that any other Young People they are working with are supervised and safe.
 - They then need to attract the attention of another colleague and they then conduct a brief and systematic search of the surrounding area.
 - If the Young Person is not found after five minutes then staff need to inform the Headteacher.
 - Where the Headteacher is not available the Deputy Head or DSL must be informed.
- **Stage Two:**

The Headteacher or designate will contact 101 and inform the parents/carers. A description of the Young Person will be given to the Police and the IML recorded on Cpoms.

 - Where the Headteacher deems appropriate a search of the area surrounding school or visit will take place. In some circumstances this will not happen and it will vary depending on the Access Plan of each Young Person.
 - If the search results in the Young Person being located and successfully returned to school then the Police and parents/carers are to be informed.
 - The Headteacher will liaise with parents and carers to ensure the Young Person is found safe and well.
 - **Staff will not discuss the “Missing” in front of other Young People and support each other to minimise disruption to learning and not to cause any distress or loss of focus for the other Young People.**
- **Stage Three:**
 - An Investigation will take place, treating any “Missing” as a Level 3 Incident.
 - The Directors will be informed.
 - A safety plan will need to be agreed by the Head Teacher and included on the Young Person’s Access Plan before the Young Person returns to school.

4. Registration and First Day Contact

- Registers to be completed by Site Leads
- Our school registers “close” at 10.00am.
- Any Young Person not on site by 10.00am and who’s parent or carer have not called to inform us of an absence will be contacted by phone.
- A member of SLT will make the phone call. (If it states on the Access Plan this phone call will be followed up by a home visit.)
- Should the parent or carer of the Young Person not be contactable by a phone call then a door knock visit will take place on the second day of absence.
- If no contact with the Young Person or parent/carers after five days then the Young Person will be reported as “Missing in Education”.

5. Authorisation of Absence

- Any absence will be authorised once a satisfactory explanation (with evidence where required) has been received. See Attendance policy for further details.

6. Policy Review

Issue Date: 01/11/2020

The next review date for this policy is October 2021.