

Ramsden Hall Academy

Missing Policy

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| LAST REVIEW DATE | May 2021 | REVIEW PERIOD | Annually |
| NEXT REVIEW DATE | May 2022 | OWNER | A Wells |

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1. Introduction

Every effort is made to ensure the safety of the pupils at Ramsden Hall Academy (RHA) whilst they are in our care.

This policy sets out our procedures for maintaining safety and dealing with the unlikely event of a child going missing.

Pupils are not allowed to leave the school premises during the school day unless they have permission from the Headteacher to do so, and then, only with an authorised adult. If a child does leave the premises without permission, this policy is in place to ensure that every possible action is taken to ensure the quick and safe return of that young person.

2. Responsibilities

- It is the Headteacher's responsibility to ensure that all staff are aware of this policy and are aware of their responsibilities, what is expected and the procedure to follow.
- It is the Headteacher's responsibility to ensure that this policy is reviewed and updated on an annual basis.
- It is the responsibility of all staff to read the policy and act at all times according to its guidance.
- It is the responsibility of all parents to provide correct and updated contact information.

3. Objectives

- To locate any missing pupils quickly.
- To ensure that all pupils are kept safely on the school premises during school hours unless they have the Headteacher's permission to leave and are then accompanied by an authorised adult.
- To ensure that the building and grounds are as safe and secure as possible.
- To ensure that the teachers and staff keep the pupils under proper supervision at all times.
- To ensure that if a pupil 'goes missing' during the school day, he is located quickly and returned safely to the school.

4. Procedures aimed at reducing the risk of a missing child

- When pupils are outside they are supervised by at least two adults.
- If a pupil leaves the classroom adequate supervision is maintained at all times and all pupils are accounted for on return to the classroom.
- Updated contact information from parents and carers is sought and maintained.
- Anyone arriving at the school during the day is challenged by the person on duty and directed to the school office where they will be signed in if they have an appointment and receive a visitor's badge/lanyard.
- At the end of the day staff supervise the taxi area to ensure that all the pupils are collected. If a taxi or parent/carer is late then the pupil will be kept under the supervision of staff until the taxi/parent or carer arrives.
- All security procedures must be reviewed annually by SLT.

- All relevant school staff must be aware of the following:
 - Entrances and exits are kept secure
 - Windows are secure
 - Challenge and deal with unauthorised people on the school site
 - Visitors and contractors are wearing identification badges

5. **Procedures for the event of a pupil going missing**

- As part of the behavior management policy, when a pupil is missing the following needs to be taken into consideration; the reason for the pupil leaving the school site has to be assessed and the risk the pupil being off site poses to the individual. Due to the special circumstances of the school and its rural location leaving the school site must always be considered serious.
- Upon discovering a pupil is missing on site, an immediate search is to be made of the school building with all available staff. The search should not exceed 10 minutes. All the usual haunts for that pupil should be searched. If school staff witness a pupil missing, they will attempt to follow by foot, or a school car will be used to follow the pupil in an attempt to persuade the pupil to return to school.
- The member of staff who has noticed the missing pupil will inform SLT immediately.
- The office staff need to be informed as they will act as a point of contact for receiving information about the search for the missing pupil.
- All available members of staff will conduct a thorough search of the school premises as directed by SLT, according to that child's risk assessment and pupil profile.
- If necessary, staff will drive around the local area to try and locate the pupil.
- Other available staff will begin a search of the area immediately outside the school premises taking a radio/mobile phone with them so they can keep in contact with the office.
- If the pupil has not been found after 20 minutes the parents/carers should be notified and asked to call the pupil on their mobile and ask them to return to the school.
- If the parents/carers have had no contact from the pupil, the police will be contacted by dialing 999, according to individual risk assessments.

6. **The incident should be relayed to other important agencies:**

- If the pupil has an allocated social worker, then they should be informed of the disappearance.
- If the pupil is a looked after child, then the social worker should be kept informed.

7. **When the pupil is found**

- Members of staff will care for and talk with the child, bearing in mind that he may be unaware of having done anything wrong or, alternatively, also have been afraid and distressed and may now be in need of comfort.
- Parents/carers and other agencies will be informed of the outcome of the incident.

8. **After the incident**

- The Headteacher will sensitively discuss with the pupil's parents/carers the events surrounding the disappearance.
- The Headteacher will carry out a full investigation taking statement from all staff present at the time.
- A conclusion is drawn as to how the incident happened and used to inform future risk assessments. A written report will be produced and policies and procedures will be reviewed.