

## Ramsden Hall Academy

### Missing Policy

<b>LAST REVIEW DATE</b>	<b>May 2025</b>	<b>REVIEW PERIOD</b>	<b>Annually</b>
<b>NEXT REVIEW DATE</b>	<b>May 2026</b>	<b>OWNER</b>	<b>Headteacher</b>

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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 or during residential time unless they have permission from the Headteacher, Head of Care, or Senior Care Officer in 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 both during school hours and during residential time unless they have the Headteacher's, Head of Care or Senior Care Officer's permission to leave and are then accompanied by an authorised adult.
- To ensure that the buildings 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 or during residential time, 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 in person and CCTV.
- If a pupil leaves the classroom to regulate, on call staff are informed and pupil's movements are monitored in line with individual risk assessment, all pupils are accounted for on return to the classroom.
- If a pupil leaves or moves between residential activities or areas during residential time, staff are to radio each other to ensure location of all pupils at all times. Additionally, throughout residential time, staff conduct regular headcounts to ensure the safety of all pupils.
- 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 or welcomed and counted at residential building in boarding. 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 and residential 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**

- If pupils are missing staff are informed via radio and pupils that cannot be located by CCTV or in person, the following procedures are put in place.
- As part of the behaviour 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 buildings, residential building and grounds where necessary with all available staff. The search should not exceed 20 minutes or less according to individual risk assessment. 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/ Head of Care or Senior Care Officer immediately.
- During the school day 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.
- During residential time, the lead member of staff will act as point of contact using the residential mobile phone. In an emergency or if there are any concerns for the safety of anyone on site call 999 immediately, only then follow the flow chart in appendix 1: RHA Residential On Call Procedures.
- All available members of staff will conduct a thorough search of the school premises as directed by SLT/Head of Care or Senior Care Officer, 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.

## Appendix 1:

### RHA Residential On Call Procedures

*N.B. If there are any concerns for the safety of anyone on site call 999 immediately  
Only then, follow the flow chart below*

