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| **Missing from Education** |

**Policy application: - Education and Life Skills – College**

**Job title of the author: - Director of Education**

**Responsibilities for implementation: - Director of Education**

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| **Approved by the David Lewis Senior Leadership Team:** | 01 September 2022 |
| **Review Date:** | September 2023 |
| **Department issuing the document:** | Education |

**Executive Summary**

The safety and welfare of students is an education setting’s primary responsibility. All staff should be aware of their responsibilities regarding young person safety; including what to do if a young person goes missing from college/setting supervision. This policy sets out the procedures that should be followed if this happens.

1. **Purpose, Scope, Aims and Vision**
   1. To provide a clear procedure; which is understood and effectively implemented by all staff.
   2. To enable the missing young person to be located as quickly as possible and given the appropriate level of safety and security consummate with the students age and emotional / behavioural maturity.

1. **Policy Context**
   1. The policy should be read in conjunction with the colleges Health and Safety Policy, Attendance policies and Safeguarding Policies.
2. **Responsibilities**
   1. It is the responsibility of the Director of Education to allocate the roles to specific members of staff should a young person go missing e.g. Director of Education, DSL, Office Staff, Site Staff, Class teacher, Pastoral lead etc. Dependant on the setting the young person’s keyworker may have a specific identified role.
3. **Occasions when a young person may go missing**

4.1 From **an indoor lesson**

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 their bag in the cloakroom,
* undertaking errands for the teacher such as taking the register to the office.

4.2 From **an outdoor lesson**

This could occur when the class are outside the building with the young people spread out and/or engaged in a variety of activities which means that it is easy for a young person to wander away unnoticed e.g.

* Transitioning around the site e.g. going up to the farm, swimming pool
* during games lessons on the playground or field
* during other outdoor lessons e.g. Forest College, outdoor education
* at the beginning or end of outdoor lessons when young people are getting changed or using the toilet.

4.3 **Travelling about/around the college**

This could occur when the young people are spread out and beyond the teacher’s direct total supervision e.g.

* going to and from the hall or outdoors before and after a PE/swimming lesson.
* going to and from the hall before and after assembly.
* going to and from the classroom at the beginning/end of lunch/break times.

4.4 **Other Times:**

These include:

* at the start of the college day when young people are moving about the grounds and building to get to their classroom.
* at break and lunch times.
* at the end of the college day when young people and parents are freely moving about.

1. **Responses in Stages**
   1. The person discovering a young person is missing should immediately alert a member of the senior leadership team, the Director of Education /Deputy Head of Education, Assistant Principal or Director of Education and Student Services Manager stating last known location of the young person.
   2. The senior leader should dial 911, speak to advise that there is a young person missing, provide a description and that will tannoy out over all phones across the site.
   3. All exits should be secured. The Student Services Manager should instruct staff to monitor college’s main reception and prevent any person from leaving the building. (Even if an adult leaving the building does not have the missing young person with them it is important they remain as they may have information to help locate the young person).
   4. Register all students as quickly as possible. If the young person has been noticed as missing during a break then consider using a fire drill procedure, to identify if there are any other young person missing.
   5. Site staff and specified classroom staff should instigate a controlled search, starting at the last known location. This should be carried out systematically and include all buildings and grounds, and should include CCTV footage. Care should be taken to prevent panic.
   6. The young person’s parents should be contacted by an identified member of staff to make them aware. The conversation should be carefully managed. If the Parent / carer cannot be reached then emergency contacts should be used to try and make contact with parents.
   7. A member of staff should be sent out to trace the young person’s route home (if applicable) to see if they can be found. Staff should be contactable at all times e.g. with college walkie talkies.
   8. If the young person is not located the identified member of staff – Student Support Services Manager should inform the police on 101or 999 and provide information about what the young person is wearing, and a physical description. The decision of how urgently or if to contact the police will be influenced by their age / emotional maturity/ behavioural concerns / vulnerabilities e.g. CSE concerns / possible truancy etc. If possible this should be led by the Director of Education or a Senior Leader in the college.
   9. The Director of Education with support of the Social Work Team should commence a critical incident log and accurately record all actions / relevant factual information. Ensuring that times and dates are recorded.
   10. If the young person is not located, or is known to have been abducted the Director of Education should alert the Local Authority the CEO and the Colleges Chair of Governors.
   11. No press briefing should take place unless directed by the police and with the input from David Lewis. Social media will need to be monitored, and staff should be reminded not to respond to anything on social media sites.
   12. The Director of Education should hold a staff briefing, when possible, to advise of the current situation. Ensure staff are aware of information sharing protocols.
   13. Under the direction of the Director of Education all staff should work with multi-agency partners to ensure parents / carers, and family members are supported whilst the matter is resolved.
   14. **Post event:** The Director of Education should arrange an emergency Governing Body meeting to review the college’s critical incident paperwork and safeguarding arrangements**.**
2. **College trips**
   1. If a young person goes missing on a college outing or visit the teacher in charge must ensure the safety of the remaining young person, at least one member of staff should stay with them. The group leader should make a professional judgement at the time with respect to the size of the student group, the needs of the students, time of day etc.
   2. One or more adults should immediately start to search for the young person.
   3. The group leader should immediately contact college to alert them.
   4. If the young person is not found within 5 minutes the group leader must contact the police by telephoning 999, with a description of the young person.
   5. The group leader should alert college that the police have been called and college will make arrangements to contact parents / carers, after which the procedures in section 5 should be followed.
3. **Young people who run**
   1. If a young person runs away from college and is in the eye line of an adult the adult should inform another member of staff. They should call after the young person and try to encourage them to return. Care should be taken not to alarm the young person and cause them to run further away.
   2. A young person should not be physically restrained or grabbed, unless they are in immediate danger of hurting themselves or putting themselves in a dangerous situation e.g. running into the road. **Behaviour Support Plans will identify management of situations when a young person may run and advise in these should be followed.**
4. **Review**
   1. When a missing young person has been located and safely returned then the Director of Education will conduct an investigation into the circumstances of the young person going missing. This will identify any factors which need to be addressed by the college or communicated to the parents to prevent a recurrence of the young person going missing.
   2. The risk assessment for the young person should be reviewed and amended accordingly.
   3. It may also be necessary to contact the police if any information is found about where the young person has been and with whom (consider Young person Sexual Exploitation / Criminal Exploitation etc.)
   4. **Procedures to reduce risk**
   5. in order to reduce the risk of a missing student, the following procedures are completed routinely

* Clear procedures for welcoming students to college.
* Registers are marked promptly and accurately at the start of morning and afternoon sessions.
* External gates/doors are closed when young people are on the premises.
* If students leave a classroom to work elsewhere the class teacher must ensure that adequate supervision is maintained at all times and all students are accounted for on return to the classroom.
* Updated contact information for parents and carers is sought and maintained.
* Staff patrol all areas of the playground throughout break times.
* Senior Leadership Team members are available at lunchtime to support learning support assistants.

**Appendix 1**

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| **Date of Incident** |  |
| **Location of Incident** |  |
| **Young person (ren) involved** |  |
| **Supervising Adults at time of incident** |  |
| **Details of incident**  Please include details of how long the young person was missing; who was involved in the search; whether the police, parents/carers, and/or Safeguardinginformed, how the incident was resolved etc. |  |
| **Suggestions to improve procedures** |  |
| **Report Completed by:** |  |
| **Date:** |  |

**Missing Young person Incident Form** (To be completed as soon as possible after the event has been resolved)

**Appendix 2**

*(Taken from Pan Cheshire Missing from Home Protocol 2017-2019)*

In line with the College of Policing guidance, with effect from 1st June 2017, Cheshire Police have adopted a risk based approach to managing incidents where young person or young people go missing.

**Definition of ‘missing’**

**‘Anyone whose whereabouts cannot be established will be considered as missing until located, and their well-being or otherwise confirmed.’ All reports of missing people sit within a continuum of risk from ‘no apparent risk (absent)’ through to high-risk cases that require immediate, intensive action.**

