

Policy in the event of a Young Person Going Missing

Introduction

The welfare of all of our students at Broadlands Hall School is our paramount responsibility. Every adult who works at the School has been trained to appreciate that he or she has a key responsibility for helping to keep all of the students safe at all times. Our staffing ratios are generous and are deliberately designed to ensure that every child is supervised the whole time that he is in our care.

Information for Carers and Parents

Because of the nature of the young people attending Broadlands Hall School, it is of paramount importance that they are closely monitored at all times. All new staff receive a thorough induction into the importance of effective supervision of our young people.

Actions to be followed by Staff if a Child goes Missing from School

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child was found to be missing, we would carry out the following actions:

- Take a register in order to ensure that all the other students are present
- Inform the Headteacher, The Principal and the Manager of the Care Home.
- Ask all of the adults and students calmly if they can tell us when they last remember seeing the child
- Occupy all of the other students in the School.
- At the same time, arrange for one or more adults to search everywhere within the School and the Care Home, both inside and out, carefully checking all spaces, cupboards, washrooms where a child might hide
- Check the doors and gates for signs of entry/exit

If the child is still missing, the following steps would be taken:

- Inform The Headteacher and The Principal who are also the DSLs /Child Protection Officers
- The DSL / Child Protection Officer or Manager of the Care Home, would notify the Police
- The DSL / Child Protection Officer would inform the local Students' Safeguarding Board

- The School would cooperate fully with any Police investigation and any safeguarding investigation by Social Care
- Ofsted would be informed
- The Insurers would be informed
- If (once found) the child is injured, a report would be made under RIDDOR to the HSE

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

Actions to be followed by Staff if a Child goes Missing on an Outing

- An immediate head count would be carried out in order to ensure that all the other young people were present
- An adult would search the immediate vicinity
- The remaining young people would be taken back to school
- The Headteacher and The Principal (DSLs/CPOs) would be informed by mobile phone
- The Headteacher would advise the Manager of the Care Home to explain what has happened, and what steps have been set in motion.
- Contact the venue Manager and arrange a more thorough search
- Contact the Police
- The DSL/Child Protection Officer would inform the Local Students Safeguarding Board
- The School would cooperate fully with any Police investigation and any safeguarding investigation by Social Care
- Ofsted would be informed
- The Insurers would be informed
- If the child is injured, a report would be made under RIDDOR to the HSE

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

Actions to be followed by Staff once the Young Person is Found

- Talk to, take care of and, if necessary, comfort the young person
- Speak to the other students to ensure they understand why they should not leave the premises/separate from a group on an outing
- The Headteacher will speak to the Manager of the Home to discuss events and give an account of the incident
- The Headteacher will promise a full investigation (if appropriate involving Social Services/ Local Students Safeguarding Board)
- Media queries should be referred to The Principal

- The investigation should involve all concerned providing written statements
- The report should be detailed covering: time, place, numbers of staff and young people, when the child was last seen, what appeared to have happened, the purpose of the outing, the length of time that the young person was missing and how he appeared to have gone missing, lessons for the future.

We undertake to look after the child safely throughout the time that he remains under our care.

Updated August 2015