



## **Young Person Going Missing Policy**

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# **Young Person Going Missing Policy**

## **Introduction**

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

## **Information for Carers and Parents**

Due to the nature of the young people attending Broadlands Hall School, it is of paramount importance that they are always closely monitored. 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 young person goes missing from School**

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

- Take a register to ensure that all the other young people are present
- Inform the Head Teacher, The Proprietor and the Managers of the Care Home or their parents
- Ask all adults and young people calmly if they can tell us when they last remember seeing the young person
- Occupy all other young people 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 garden area where a young person could hide
- Check the doors and gates for signs of entry/exit

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

- Inform the Head Teacher, DSL and The Proprietor
- The DSL would notify the Police
- The DSL 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 by the Home Care Manager (if residential young person)
- The Insurers would be informed
- If (once found) the young person 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 young person was found would be made and included in the incident report. If appropriate, procedures would be adjusted.

## **Actions to be followed by staff if a young person goes missing on an outing**

- An immediate head count would be carried out 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 Head Teacher and The Proprietor would be informed
- The Head Teacher would advise the Managers of the Care Home to explain what has happened, and what steps have been taken
- The trip lead will contact the venue Manager and arrange a more thorough search
- The trip lead will contact the Police
- The DSL 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 by the Home Care Manager (if residential young person)
- The Insurers would be informed
- If (once found) the young person 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 young person was found would be made and included in 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 Head Teacher will speak to the Managers of the Home to discuss events and give an account of the incident
- The Head Teacher will initiate a full investigation (if appropriate involving Social Services/ Local Students Safeguarding Board)
- Any media queries should be referred to the Head Teacher
- 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 young person 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 they appeared to have gone missing and any lessons for the future.

In all respects, the school will follow the guidelines and responsibilities 'detailed in Children Missing in Education – September 2016

<https://www.gov.uk/government/publications/children-missing-education>

We undertake to look after the young people safely throughout the time that they remain under our care.