



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 will contact the local authority children's social care service where safeguarding concerns or thresholds require this
- 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 will contact the local authority children's social care service where safeguarding concerns or thresholds require this
- 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 children's social care and other safeguarding partners, as appropriate)
- 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.

The school will have regard to the Department for Education's Children Missing Education statutory guidance (updated September 2025), alongside Keeping Children Safe in Education 2026 and relevant local safeguarding procedures.

<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.

Immediate response and return

A missing young person must be treated as a safeguarding incident. Staff should make an immediate, proportionate assessment of risk, taking account of the young person's age, vulnerability, communication needs, known risks, weather, location, access to roads or water, exploitation concerns and any relevant medical needs. The police should be contacted without delay where the circumstances indicate immediate risk or where the young person cannot be located promptly.

Parents/carers or residential staff must be informed promptly unless doing so would place the young person at increased risk. The DSL or deputy must be informed and all actions and times recorded.

When the young person is found, staff must check their immediate welfare, seek medical attention where necessary, consider whether a safeguarding referral is required, and provide an appropriate opportunity for the young person to explain what happened. Individual risk assessments and support plans must be reviewed and lessons shared with relevant staff.

Children Missing Education guidance concerns children of compulsory school age who are not registered at a school and are not receiving suitable education elsewhere; it does not replace the school's immediate missing-person response.