



## Missing Child Policy for Learning Grove Education

### 1. Introduction:

Learning Grove Education is committed to safeguarding and promoting the welfare of children and young people. The safety and security of students within our care is paramount at Learning Grove. Every care is taken to ensure that students are accounted for at all times whilst in our care.

### 2. Initial procedures:

- A register is taken when students arrive. Attendance information will be shared with the students' school so they're aware if they're present or absent.
- Regular head counts will be taken throughout the day to ensure no one has gone missing.
- Students should arrive about 9am. If it is known that a student is going to be absent it is requested that the school or parent/guardian inform Learning Grove Education.

### 3. If a student is deemed missing:

If a student was present initially and goes missing the following procedures will be implemented:

- **Search the site:** Staff will search the premises to look for the student, calling their name. If after 5-10 minutes the student remains missing the next stages will be implemented.
- **Contact the parent/guardian:** Staff will contact home to inform them that their child has gone missing from the site.
- **Contact the school:** Staff will contact the school to inform them that the child has gone missing.
- **Contact the police:** If Learning Grove is unable to contact the parent/guardian then the police will be contacted. The police will be informed that the student has gone missing, including relevant information about them including if they are vulnerable or a LAC. The police will then take over the investigation into the missing child, but staff will continue to contact the parent/guardian.
- **Located student:** Everyone informed will be told if a student is found as soon as possible. Staff will remind students of the expectations and the importance of not wandering off or running away to hide etc.

### 4. Student leaves the school site:



# LEARNING GROVE EDUCATION LIMITED

If a student purposely leaves the school site without permission the following procedures will be implemented:

- **Contact the parent/guardian:** Staff will contact home to inform them that their child has gone missing from the site.
- **Contact the school:** Staff will contact the school to inform them that the child has gone missing.
- **Contact the police:** The police will be informed that the student has gone missing, including relevant information about them including if they are vulnerable or a LAC.

## 5. Excursions:

When on excursions off the school premises, staff implement strategies to maximise the safety and security of the children in accordance with the school's visits policy. Full risk assessments will be carried out.

A list of all the student names is carried by the trip leader, also the school mobile with all contact telephone numbers and the students are split into small groups according to the proper staff/pupil ratio for the age of the children and the purpose of the trip or activity.

The group is managed by all members of staff. The number of children is checked regularly by frequent roll calls and counting, all members carry a whistle for emergency use. However, in the unlikely event that after a roll call or at another time it is noticed that a child has gone missing, the following procedure will be followed:

- Staff will maintain the safety and well-being of other children.
- A roll call will be taken of all students to ensure no one else is also missing.
- Staff will search the immediate vicinity or school grounds. Going to places at which the child was last seen, tracing the routes that they may have taken.
- If the child is not found after approximately 5 minutes, staff will endeavour to contact the parents of the missing child by telephone and the child's school.
- If Learning Grove is unable to contact the parents/carers, staff will contact the police and keep trying to contact the parents/carer.
- Once the police arrive all relevant information about the child will be given. The police will then take over the investigation into the missing child. If offsite, a member of staff will offer to stay with the police to help locate the missing child and to help comfort them.
- The remaining staff will return to the school with the rest of the children if off-site. When the situation has been resolved, Hackberry will review the reasons for this event happening and revise measures if necessary and record the event and actions.