



MISSING CHILD POLICY

INTRODUCTION : Sporting chances are committed to providing outstanding educational opportunities for all our students. The safety and welfare of our pupils and students is of the utmost importance. All staff should be aware of their responsibilities regarding student safety, including what to do if a student goes missing from provision supervision or when a 'collected student' is not collected from the provision by their designated person. This policy lays out the procedures that should be followed in the event of either occurrence. This policy applies to all Sporting chances students.

RESPONSIBILITIES : Sporting chances Leadership team will: Monitor updated policies on a regular basis. Sporting chances Leadership Team will: Ensure that this policy and related procedures are regularly reviewed and updated . Monitor incidences of missing children across sporting chances provisions and provide reports to the Leadership team, Managers will: Ensure all staff within their provision are aware of this policy and understand the procedure to be followed in the event of a missing student. Review any incidence of missing student to ensure that the provision takes forward any lessons learned and continues to operate best practice. Staff will: Ensure they are familiar with this policy and adhere to all related policies and procedures. Ensure that attendance registers are completed accurately and promptly according to guidelines, Ensure that the provision holds up to date contact information for at least three responsible adults, including named emergency contacts in the event that parents/carers are not available. Know the procedure for handover and collection of students where relevant, particularly where there may be safeguarding issues or concerns, including parental responsibility. MISSING CHILD Procedures aimed at reducing risk of a missing child It is important to note that students attending Sporting chances provisions cover all age ranges from 5 to 16 and have a variety of additional learning needs, which may be complex and profound. Some students attend provisions use LA transport or are brought to and from provision by parents/carers; a smaller number are independent travellers. Students also experience time in the community, attending a wide variety of enrichment and learning opportunities. This policy therefore seeks to set out the general principles and procedures that should be followed whenever Sporting chances staff suspect a student may be considered missing. Such situations might include, but are not limited to: Failure to arrive for a scheduled provision day or session, whether on provision premises or in the community Absconding from a scheduled provision day or session, whether on provision premises or in the community Becoming lost while out in the community e.g. through separation from staff and peers. Everyday measures that Sporting chances take to safeguard students include: If a student is absent and no notification of absence has been received by the provision, staff will contact the named contact/s on the student's file to ascertain their whereabouts as soon as possible. The provision will ensure parents/carers are fully aware of the points at which responsibility for the care of the student passes from staff to them and vice versa. Clear procedures are in place for welcoming students into each provision, including signing in and out. Staff ensure that students go to the relevant appropriately allocated area. If students leave the allocated area to work in other parts of the provision, the provision staff must ensure that a suitable level of supervision, as appropriate, is maintained at all times and that all students are accounted for. Students who



travel to and from school using LA transport are escorted by appropriate named staff onto taxi. Thorough risk assessments and adequate staff/student ratios are provided when students leave provision premises for educational visits or learning outside . Where students do not have capacity to consent, permission from parents/carers for educational trips should be obtained generically at the beginning of each academic year and specifically for each trip where that visit is not covered in global permissions. Staff mobile telephones are taken on every visit and mobile contact numbers left at the provision. Procedure to be followed in the event of a student going missing on or from the provision premises In the event of a member of staff discovering or suspecting that a student has gone missing while at the provision. If a teacher, TA or other key adult suspects that a student is missing from an activity, they must contact the Manager, immediately. Following an assessment of the circumstances, a senior staff member will coordinate, where necessary, an initial search of the building, including all rooms, toilets, storage areas, communal areas, resource rooms, outside areas and provision grounds. The following lists should be held by the Manager or electronically and will be checked: a. Attendance registers b. Off-site record (trips and visits) c. Lists of those attending other provisions (e.g. inclusion links) Where a search occurs: Staff will count and name check all the students present against the register. A thorough check of all exits will be made, to ascertain if all relevant gates/doors were secure and there are no other ways a student could have left the premises. If something is discovered, this needs to be drawn to the attention of senior staff immediately. Staff will attempt to call the student on the student's personal mobile phone, if they have one. Senior staff will conduct an in-situ risk assessment to establish whether, and when, parents/carers should be notified. The Manager or next most senior member of staff on site will decide at which point the police need to be contacted, if necessary. Staff must try to remember and write down a description of what the student was wearing and any distinguishing features. A recent photo of the student, will be provided to those searching where this is necessary. Any specific special medical or learning needs relating to the missing student should be disclosed to police or other agencies as appropriate. Senior staff will speak to all staff members who have had contact with the missing pupil that day, in order to try and build up a clear picture of the student's movements. Additional procedures in the event of a student going missing while off provision premises: The staff must ensure the safety of remaining students. At least one member of provision staff must stay with them, which will be informed by an in-situ risk assessment. The staff member must make a professional judgement at the time with respect to the size of the student group, the needs of that group and the available staff:student ratios. One or more staff members should immediately start searching for the student. Senior staff, including the Manager and/or next most senior staff member, and Designated Safeguarding Lead must be contacted immediately. If the student is not found promptly, the staff must contact police by telephoning 999. Where they have done so, the staff should alert the provision that the police have been contacted and the provision will make arrangements to notify parents/carers, after which the procedures described above will be followed. **STUDENT NOT COLLECTED** This procedure outlines what should happen when a 'collected student' i.e. one who is collected from school by a parent, carer or designated adult, is not collected. The guiding principle in dealing with any situation of this type must be to minimise distress to the student and for him or her to remain in familiar surroundings and/or with familiar people for as long as possible. The provision will ensure that it is aware of all students who are collected by a parent, carer or designated adult, if they are not collected by LA transport and



do not travel to and from the provision independently. The following general principles should be adhered to by all parties: Parents/carers who know they are going to be late must inform the provision in advance. On occasions when a student is due to be collected by someone other than their parent/carer or normally authorised person (e.g. when all of the above are unexpectedly unavailable), parents/carers must advise how to verify the identity of the person who is to collect the student. This will normally be through the use of a pre-determined password. In the event of a 'collected student' not being collected at the end of the day, the following procedures will be activated: We undertake to look after the student safely throughout the time that he or she remains under our care. If a student is not collected promptly, and regardless, if that time exceeds twenty minutes, a member of staff will call the parent/carer or designated adult and use any other emergency contact details available in order to determine the nature and length of delay in collection. If contacts go to voicemail/ answerphone, staff members should leave messages giving their name and the provision telephone number and requesting a prompt return call. While waiting to be collected, the student will be supervised by a member of staff who will offer them as much support and reassurance as is necessary. Students awaiting collection will be taken by staff inside the provision. If a student has not been collected within the hour following agreed collection time, the Designated Safeguarding Lead must be informed and a decision taken as to whether Social Services needs to be called. If all attempts within this period to contact a parent/carer, designated person or emergency contact fail then the DSL or other senior staff member should inform the Local Authority Social Services department of the situation without delay. The duty social worker will take ownership of the situation and decide what happens next, including whether the police need to be involved in helping to trace the parent/carer of the student. The student will not leave the premises with anyone other than those named on the Registration Form or in their file. The provision will ensure that there are at least two members of staff present whilst waiting for the parent/carer to collect the student. Under normal circumstances, staff should not look for the parent/carer or take the student home. In exceptional circumstances, if the parent/carer or responsible adult has been contacted but is unavailable, for a given and accepted reason, to come to the school, the school may escort the student home with that parent/carer or responsible adult's permission. Continual incidents of late collection will be recorded and discussed with parents/carers at the earliest opportunity.