

Missing Person from School Policy



Policy Number:	SA03	Originator:	Lukasz Miecznikowski
Issue Number:	2	Authoriser:	Jason Goddard
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1. Aims of the Policy

The Policy aims to raise awareness of the risks associated with going missing and to help those working with young people to prevent such incidents. It outlines the steps to take in assessing risk when young people do go missing; in responding appropriately when they are missing and when they return.

2. Background

Going missing can put children and young people at risk and is potentially dangerous. It is a problem that affects approximately one in nine young people before the age of 16 years, from a broad range of backgrounds. Children and young people, male and female, from rural and urban areas, from white, black and minority ethnic communities, and from wealthy and poor areas, all go missing or run away.

Going missing may be an important signal that something is seriously wrong in a young person's life. The majority of them have experienced family conflict or family break-up, whilst some young people go missing because they are depressed, or have problems with other issues.

3. Definition

Missing from school

For the purpose of this procedure a child or young person (under the age of 18 years) is to be considered 'Missing from school' if:

- Their location is unknown – and one of the below applies:
- There is no indication that the child or young person will return within a short space of time
- There is cause for concern because of the child/young person's vulnerability
- Or there is a potential danger to the child or public

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4. Policy

The guidance is written in respect of any child or young person within the Greater Horseshoe School. Procedures might include physical modification to the premises, behavioural and / or therapeutic approaches to change the young person's attitudes and / or agreed restraint. Any such measures must be used as agreed in the young person's Placement Plan / (where applicable) Care Plan/Support Plan.

Young people within the service are supported on either a 1:2 basis or a 1:1 basis, and this ensures that support staff know of the whereabouts of young people at all times.

The support staff within the school should perform a visual count of young people during change of activity.

All young people should have an individual risk assessment within their file which determines the level of risk of going missing and also contains a risk reduction and management plan.

If it is believed that a young person is missing, the staff must immediately organise a search of the school, its grounds and the surrounding area.

If the search proves unsuccessful, Head Teacher must be informed immediately and Police using 101 or 999 depending on circumstances within 15 min.

The staff should continue to search until the police arrive.

The police will be given a full description of the young person including a photograph.

The following information must be available at the school at all times on a Missing from School description form:

- Home address
- School address
- A recent photograph
- Family/friends addresses
- Known acquaintances
- Any previous history of running away or going missing
- The name and address of the young persons' GP and dentist
- Any factors which increase the risk to the young person should be drawn to the attention of the Police
- Any health concerns and details of any medication e.g. the need for any time-based treatments such as epilepsy medication
- The young person's legal status.

Written records must be made of the circumstances surrounding the absconion, all action taken by staff, the circumstances of the young person's return, including their state of dress

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and cleanliness, mood and presentation etc. Also any reasons given by the young person for absconding and any action taken in the light of these reasons.

5. Equality Impact Statement

All relevant persons are required to comply with this policy and must demonstrate sensitivity and competence in relation to diversity in race, faith, age, gender, disability and sexual orientation. If you, or any other groups, believe you are disadvantaged by this policy please contact the Group Director for Education and Learning. Enhanced Children's Services will then actively respond to the enquiry.

This policy is written by Lukasz Miecznikowski

Date: 16th of May 2019

Signed 

This policy is quality assured by Jason Goddard, Group Director for Education and Learning.

Signed: 

Date: 16th of May 2019

The policy is quality assured by Governor: