

Rose Education Provision



Missing Child Policy

August 2025

Introduction

The purpose of this policy statement is to give all staff a clear understanding of how to respond and who to inform should they discover a child is missing. Therefore, the aims of such policy are to:

- Provide a clear procedure which is understood and effectively implemented by staff
- Enable the missing child to be located as quickly as possible

Staff need to be mindful that a child can go missing at any time of the day and the welfare of all of our young people at Rose Education is key priority. Every member of staff has been trained and understand that they have a key responsibility for helping to keep all of the children safe at all times. All staff have read Part 1 of Keeping Children Safe in Education.

Preventative Measures

These are the procedure that we currently have in place to ensure that a child does not go missing from our setting:

- No unknown person is permitted to enter the site without proof of identity and a pre booked visit.
- All visitors must sign in at the designated entrance door
- No unknown person is ever left alone when on site, a staff member of Rose Education Provision accompanies them at all times.
- Parents/carers/taxis are all questioned "Who are you here to collect?" First and last names must be provided by the taxi/parent/carer
- Any unknown person collecting a student must prove their identity and await management to confirm with the child's parent/carer
- All students are accounted for onsite via an online register and paper sign in book.
- On site, the car park is private and any unknown cars parked there will be reported to the authority
- Building doors are kept locked at all times unless there is a fire evacuation
- There is a sensory 'beep' to alert staff when the entrance door is opened
- All staff have a mobile phone on their person at all times

Missing Student procedures

If a student has been registered into the session and then at some later point, leaves the session without having properly departed the session with the consent of the Head of School they will be classed as a 'Missing Student'.

- The Head of School must be notified immediately and then instigate a thorough search of the school site in order to rule out the student being on-site but out of sight
- If the student remains unfound then the Head of School must make contact with the Student's parents/guardians and emergency contacts immediately. The Head of Safeguarding must also be notified at this stage.
- If, after one hour, confirmation from the student's parents/guardians, has not been received, with regards the student's location, the Head of School must in collaboration with parents/guardians, notify the police.
- An Incident Report Form must be completed (treating it as 'Major'; if the Student is found then the report will be downgraded to 'Minor')
- If, after 24 hours, confirmation from the student's parents/guardians, has not been received of the Student's location, the DSL will then make contact with LADO (Local Authority Designated Officer)

- If the student is seriously injured a report to be made under RIDDOR to the Health & Safety Executive (HSE)

A full record of all activities taken up to the stage at which the student is found to be compiled for the incident report. If needed, procedures to be reviewed and adjusted.

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