

# PERCY HEDLEY EDUCATION SERVICES

## THE MISSING CHILD

### POLICY & PROCEDURE

The Missing Child Policy/procedure:	Issue date: 05/07/2015	Version No: 1.2
Status: <i>Approved</i>	Review date: January 2017	Page 1 of 12

## Policy Control/Monitoring

<b>Version:</b>	1
<b>Approved by:</b> <b>(Name/Position in Organisation)</b>	Lynn Watson Director of Education
<b>Date:</b>	05/07/2015
<b>Accountability:</b> <b>(Name/Position in Organisation)</b>	Head of Children and Young People Residential Unit
<b>Author of policy:</b> <b>(Name/Position in organisation)</b>	Lynn Watson
<b>Date issued:</b>	05/07/2015
<b>Revision Cycle:</b>	1
<b>Revised (Date):</b>	05/07/2015
<b>Target audience:</b>	All Education personnel
<b>Amendments/additions</b>	September 2012 version
<b>Replaces/supersedes:</b>	
<b>Associated Policies:</b> <b>(insert hyperlinks)</b>	Child Protection Visits, Trips Bullying Behavioural Management Health and Safety
<b>Associated National Guidance</b>	

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## Document status

This document is controlled electronically and shall be deemed an uncontrolled document if printed.  
The document can only be classed as 'Live' on the date of print.  
Please refer to the staff login section of the internet for the most up to date version.

## Equality Impact Assessment

This document forms part of Percy Hedley's commitment to create a positive culture of respect for all staff and service users. The intention is to identify, remove or minimise discriminatory practice in relation to the protected characteristics (race, disability, gender, sexual orientation, age, religious or other belief, marriage and civil partnership, gender reassignment and pregnancy and maternity), as well as to promote positive practice and value the diversity of all individuals and communities.

As part of its development this document and its impact on equality has been analysed and no detriment identified.

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## Version Control Tracker

Version Number	Date	Author/ Title	Status	Comment/Reason for Issue/Approving Body
1	05/07/2015	Lynn Watson	Director of Education	Update Gov/Trustee approval
1.1	12.12.16	Katie Murray	HoS	Update contact numbers
1.2	13.1.17	Jo Allen	HoS	Adds opportunity for child to speak with independent agency where appropriate.

## Roles & Responsibilities

The following roles will have specific areas of responsibility for this policy:- **(add/delete as appropriate)**

Role	Responsibility
<b>Chief Executive</b>	Overall responsibility for children and young people safety
<b>Director of Human Resources Department</b>	-
<b>Head of Service/Head of department</b>	Associate Directors delegated responsibility
<b>Training Development Officer</b>	-
<b>Quality Manager</b>	-
<b>Health and Safety Manager</b>	Linked to Health and Safety Policy
<b>Lead Nurse</b>	

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## Introduction

The welfare of pupils in our care is paramount. Children and young people may go missing and EVERY member of staff has equal responsibility in ensuring the safety of the children/young people and knowing where they are. In the event that a pupil goes missing from school/college/residence or on an outing, staff should put into practice agreed procedures. These ensure the child/young person is found as soon as possible and that the correct people are informed.

## Principle

In the event that a child/young person goes missing, we will ensure that the following procedures are followed. We inform parents/carers of our procedures so that, if a child/young person does go missing we assure them that we are doing everything we are capable of to find them. The police are informed of missing children or young people once it is established that they are not on the school/college's premises.

### ***Systems in place to minimise the risk of pupils going missing –***

Appropriate steps are taken to ensure that the premises and surrounding site is secure.

The attendance register is taken at the start of each session and the number of children/young people attending is recorded a.m. and p.m. It is the responsibility of every member of staff to be aware how many children/young people are present and a quick head count should be taken at intervals during each session. Pupils who arrive late must be recorded in the register and those who leave early should be marked out accordingly.

Key workers of new children/young people should take extra care to be aware of their whereabouts and ensure they know the boundaries of where they can and cannot go. Parents will be advised of our security procedures and be given the opportunity to discuss any concerns, particularly if their child has difficulties with comprehension or a history of absconding.

Gates and doors are kept closed and where appropriate secured.

***In the event of a child or young person being found to be missing it is vital that prompt action is taken.***

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1. **The missing child/young person should be identified and the last known whereabouts recorded.** (The chances of finding a missing child/young person safe are greatest if the child/young person's absence is noted as soon as possible. Staff must be vigilant in ensuring that they are present)
  
2. **The senior member of staff present will arrange for the other pupils to be satisfactorily supervised.** Without alarming other children/young people, they should be asked if they have seen the missing child/young person.
  
3. **A systematic search will be carried out to see if the child/young person can be located in the surrounding area:**
  - All toilets, cupboards, kitchen, under tables, cushions, anywhere a pupil might hide
  - Outside areas
  - Check all exits for where a pupil may have been able to leave the premises or site
  - The car park will be checked also check outside the school/residential unit; check residential unit if in school/college, and school/college if in residential unit.
  
4. **The senior member of staff will then inform:-**
  - a) **The Designated Safeguarding Officer**
  
  - b) **The parents/carers of the child/young person** – alarming them as little as possible. If they do not answer the phone a message must be left on any answering service before attempting alternative numbers. However if parents do not answer the home phone number **the POLICE** must be called before attempting other child/young person contact numbers. If contacted, parents should be advised to stay at home in case the child/young person arrives there; be advised that we are contacting the emergency services and that a member of staff is searching the route the pupil may take home. Parents should be asked for information of anywhere else the child/young person may head for, e.g. grandparents, other relatives, local park, etc. This is only appropriate to children/young people who live close to education services.
  
  - c) **The Police and/or any other emergency services** – The police have the resources to conduct a search and speed is important. A

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photograph of the missing person should be given to the Police with contact details of parents and school/college/residential unit.

- d) **The appropriate OfSTED officer** – they will need to know our systems for preventing this occurrence and what happened. It is important that the senior officer in charge keeps a record of events.

## 5. Record of Events

The following details are noted in order to help as much as possible in the investigation and search:

- i. Date, time and location of disappearance
- ii. Who was responsible for the care of the child/young person at the time
- iii. What was the child/young person wearing
- iv. Any distinguishing features
- v. Circumstances surrounding disappearance
- vi. Time parents/other agencies contacted
- vii. A record of events should be logged in the Incident Book by the senior member of staff in charge or by another member of staff delegated by them.

6. A full written **report of the incident** is recorded (see attached)

## 7. Dealing with reactions:-

It is natural that the child/young person's parents will be frightened, distressed and angry. Other parents will be rightly concerned for the safety of their own children. Staff will also be shocked and upset at any lapse in security. All emotions and reactions must be dealt with in a caring and understanding way. However, until the situation has been fully investigated by all parties all staff must refer any parent and media enquiries to the Associate Director/Media Officer/Director of Education.

### Contact details:

- Executive Head teacher – Sue Fisher – 0191 2161811
- Head of School NCS – Jo Allen – 0191 281 5821
- Head of School PHS – Katie Murray 0191 2161811
- Head of College – Joanne Rees-Proud – 0191 2665491
- Head of Children's Residential Services – Barbara Bolam– 0191 268 1790
- North Tyneside Social Services: 0191 200 8181 (generic number)
- Newcastle Social Services: 0191 278 8106 (generic number)
- Police: North Tyneside Area Command: 0191 214 6555
- Police: Newcastle Police Liaison: 03456 043 043

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## **Additional Useful Information for Independent Persons**

Children's Commissioner: (Free phone) 0800 528 0731 or write to:- Office of the Children's Rights Director, Ofsted, Aviation House, 125 Kingsway, London WC2B 6SE.

Sir Michael Wilshaw is the Chief Inspector to Schools. He can be contacted by email at: enquiries@ofsted.gov.uk. His telephone number is: 0300 123 1231 (prefix for Typetalk 18001; for Textphone/Minicom users: 0161 618 8524). Or, write to: Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD.

## **Percy Hedley School**

The North Tyneside Local Authority Designated Officer at the Local Safeguarding Children Board (LSCB) can be contacted by telephoning the First Call Team on (0191) 643 7979 (or 0300 123 0812 Out of Hours). The address is:- North Tyneside Council, Quadrant West (First Floor), Silverlink North, Cobalt Business Park, North Tyneside NE27 0BY.

## **Northern Counties School**

The Newcastle Safeguarding Children LSCB Business Manager can be contacted at Room 416, Civic Centre, Barras Bridge, Newcastle upon Tyne, NE1 8PU Tel: 0191 2777426

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## Monitoring & Review

Overall responsibility for the operation of the procedure lies with the Head of Residential Care. The effectiveness of the procedure will be formally reviewed and monitored as a minimum on an annual basis to ensure that it continues to meet the requirements of The Foundation, the specific service area and that it reflects best practice and statutory legislation as appropriate.

The below table outlines the monitoring and compliance requirements of the procedure:

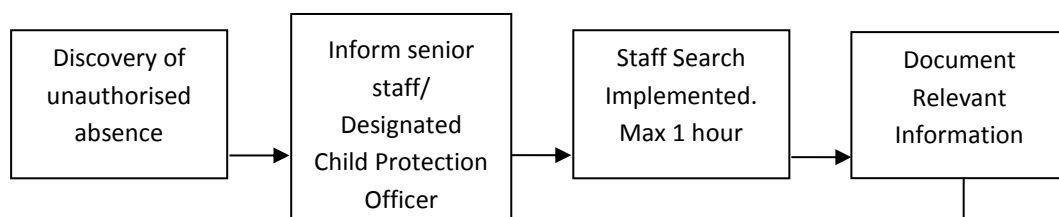
Element Monitored	Lead Person	Tool	Frequency	Reporting Arrangement	Lead Person - Act on Recommendation	Lead Person – Dissemination of Lessons Learned
<i>e.g Adherence to policy</i>	<i>Policy Author</i>	<i>Audit</i>	<i>Annually</i>		<i>Policy Author</i>	<i>Policy Author</i>
Policy Update	Lynn Watson	Review Policy	√	Associate Director Governors	Associate Director	Associate Director

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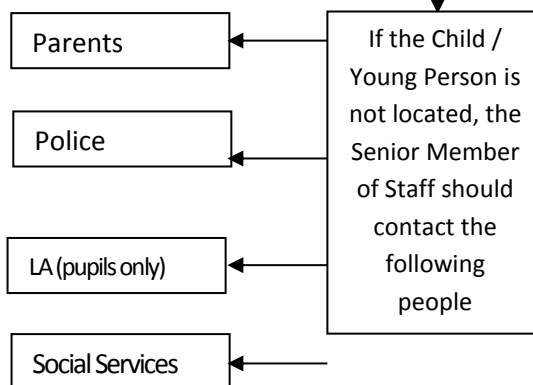


### Missing Child / Young Person Information Sheet

In the event that a child / young person's whereabouts cannot be identified the following sequence of events must take place in accordance with 'The Missing Child' Policy.




Details of Unauthorised Absence	
Name of Child / YP:	
Date of Absence:	
Time of Absence:	
Reported by:	



Recording of Relevant Information – complete as many fields as possible		
Last known whereabouts:		
Family & Friends Contacts:	Name:	
	Name:	
	Name:	
Professional / Agency Contacts:	Name / Agency:	
	Name / Agency:	

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	Name / Agency:	
Places Searched (refer to the policy for guidance):		
Behavioural history / behaviour prior to absence:		

On locating the missing child / young person the senior member of staff must notify the relevant authorities and record the information outlined below.

<b>Description of circumstances on locating the child / young person</b>			
Time of location:		Date of location:	
Whereabouts at time of location:			
Environment:			
Behaviours at time of location:			

The child should be offered an opportunity to explain why they went missing: a familiar member of staff should discover information surrounding the circumstances pertaining to the unauthorised absence. This will promote awareness and aid planning. If the child indicates the reason for going missing is related to the setting then a representative from children’s services or other independent agency should try to find out the reason.

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<b>Reasons for unauthorised absence</b>	
Name of person interviewing child	
Agency of person interviewing child	
<b>Plan of action (including referrals to internal or external support)</b>	

Key member of staff

Print Name

Sign

Date

Senior member of staff

Print Name

Sign

Date

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