

Procedure to use in the event of a student going missing

1. Staff should be aware of the whereabouts of all students when they are in residence, in college or in the community.
2. However, one of the main aims of the College is to promote independence and to encourage this, students may participate in activities independently or semi-independently, choose to go to their rooms for periods of self reflection, complete tasks independently and make regular visits to the community with support.
3. To facilitate this staff should offer close but discreet supervision to students at all times. This should be agreed with parents and carers before taking place and a risk assessment completed.
4. If a student becomes lost or goes missing, staff should first make a check of the area where the student has been or may be. If the student has given staff their mobile telephone the member of staff should try to make contact with them.
5. If the student has not been traced and has been missing for 15 minutes the senior member of staff on call or duty should be informed and a full search of the environment must take place. If this is not possible or not appropriate then the senior manager will contact the Police and Parents/Carers of the student to report the student missing.
6. On conclusion of the incident a full incident report form should be completed and a de-brief of the incident held so staff can establish where practises could improve to ensure the situation does not re-occur.

Equality Impact Assessment

This policy has been reviewed in terms of its impact upon individuals with protected characteristics

Outcome

No change needed

Policy was updated
(details below)