



QUORN HALL  
SCHOOL

# Missing and/or Absconding Policy

**Person Responsible:** Headteacher

**Last reviewed on:** 6th October 2021

**Next review due by:** 6th October 2022

**Created:** May 2018 (Gryphon School)

**Revisions:** May 2019, May 2020, October 2021

We will ensure the entitlement of each pupil to access a variety of opportunities to promote academic, social, emotional and physical development.

We will use strategies in line with the Quorn Hall School Behaviour Policy to support pupils' social and emotional well-being and as well as neuro-diverse presentations to promote pupil learning and personal development. In particular we must be aware of our children with attachment disorders and developmental disorders.

We will provide choices and challenges in order to maximise potential and build up strengths and interests.

All the members of the School community are valued equally and work in partnership with parents, carers and the wider community.

We will work within a supportive School framework to promote and celebrate individual success, integration into the wider community and prepare pupils for life after School.

## **Aims**

This Policy is written to guide Staff in the event of a pupil going missing on the premises, going missing outside of the School, or having absconded.

## **On the School premises**

A register of pupils will be completed each morning and afternoon.

It is the responsibility of the Headteacher, Head of School or senior leaders on site to be able to account for the whereabouts of every pupil unless they have deliberately absconded from the site.

Upon discovering a pupil is missing on site, an immediate search is to be made of the School buildings with all available Staff. This search should not exceed 20 minutes. All the usual haunts for that pupil should be searched. If the pupil is a known absconder this should have been recorded in their Behaviour Plan and Risk Assessment and should include any known regular hiding places for that pupil. Staff should then regroup and extend the search to include the School grounds. The Police respond currently to children who are particularly vulnerable, or at

risk, or if it is known they have absconded with an unknown person.

If at this stage the pupil has not been located, the Headteacher and/or Head of School should:

1. In the event of a pupil that is high risk in terms of suicide or self-harm or a pupil has indicated such that day then a phone call to emergency services (999) should be made giving a clear description of the pupil and clothing worn.
2. Organise all available Staff to search the immediate local community. Staff must take potential dangers into account and not put themselves at risk. Any Staff member leaving School premises must have a working mobile phone with them and all Staff must have relevant contact numbers.
3. Contact the police for a missing person
  - a. For a KS2 this should be immediately the pupil is known to be missing outside of the immediate school environment
  - b. For KS3 a call must be made after 20 minutes
  - c. For KS4 a call must be made after 30 minutes
  - d. The pupils' risk assessment plans supersede these times where pupils are identified with increased vulnerability
  - e. Parents/Carers of the pupil who is missing should also be informed

These times indicate the minutes from the last positive sighting by an adult of the child.

One member of staff should remain on site to coordinate the search, answer phone calls and provide photos and information to the emergency services.

Ensure there are adequate Staff left in the building to deal with other contingencies. When searching the local community on foot, remember that Staff may be vulnerable (they should use a car whenever possible).

Staff will be aware of pupils' Behaviour Plan and Risk Assessments to mitigate against potential risks and to support in the most appropriate manner.

Once a pupil has been located, the Headteacher and/or Head of School (pupil Welfare) will ensure supporting staff follow pupil's Behaviour Plan 'risk recovery' (stage 6 of Team Teach). Follow up calls will be made to parents and professionals involved with the pupil.

Advise Reception so pupils and staff are registered as being on the premises again.

Following the incident, debriefs will be offered to all staff affected. Lessons learned will be shared with all staff with associated documentation (such as risk assessments) updated to take

account of new information and behaviours witnessed.

A professionals meeting will be organised to review the circumstances of the incident and the effectiveness of the current procedures.

### **Off School premises**

Pupils involved in an outing are entered into “off-site Fire Register” sheets in Reception. When going off-site, Staff should take ID badges and wear them for the duration of the outing.

All Staff on visits out should ensure they have a fully charged mobile phone with them – School telephones are kept in Reception.

A ‘head count’ of the pupils should be made at regular intervals and always before the transport leaves the venue. If a pupil is discovered to be missing, then a search (not exceeding 20 minutes) of the immediate area is to be undertaken by all available members of Staff, ensuring that all other pupils continue to be appropriately supervised.

If the missing pupil is not located, then:

A Staff member should notify the Headteacher and/or Head of School at the School and act on any instructions given.

The Headteacher and/or Head of School will notify the Police and provide them with as precise a description of the pupil as possible, the last known whereabouts of the pupil, and any other details they may require.

A Staff member should notify, if appropriate, the venue that is being visited and ask them to initiate their “lost child protocols”.

The Headteacher and/or Head of School will notify the pupil’s Parents/Carers and keep them updated as necessary.

The member of Staff initiating the search should remain in situ until the Police or assistance from School arrives in case the missing pupil should return or be found.

### **Associated Policies:**

- Behaviour Policy

## **INFORMATION FOR pupils:**

### **What is meant by missing?**

You will be considered missing if members of Staff do not know where you are.

### **What is meant by absconding?**

You have absconded if you deliberately go away from where you should be without telling a member of Staff or without a member of Staff giving you permission.

### **What will happen if you go missing?**

The people looking after you have a responsibility to know where you are and to make sure you are safe. If you are 'missing' they will speak to your friends, teachers and family to see if they can help. If there is concern for your safety then Staff will need to search for clues as to where you are. The Police may be informed that you are missing and they and the School Staff will look for you.

### **What happens if you can't be found?**

A meeting will be held between the School and the Police to plan how to search for you. Your name, description and a photograph will be given to the Police in order to help them with their search.

### **What happens when you are found?**

You will be returned to a safe place and will be asked about the reasons for going missing. This is to try and find out if anything is troubling you and to see if anyone can help. You do not have to run away to talk to someone. If you want to talk to someone outside of the School, this can be arranged.

You may also be visited by a Police Officer who will check that you are back. This is called a "Safe and Well Check". You will be able to speak to the Police Officer without any member of Staff present if you wish to do so.

## **Will anything else happen?**

If you are injured or unwell then you will be checked by a Doctor or Nurse. Your Headteacher will want to talk to you about going missing. If you have deliberately run away (absconded) then the people responsible for your safety will meet to discuss ways in which such incidents can be prevented by looking at the reasons for your actions.

Remember, you have the right to use a telephone in private. If you are worried about something or just want to talk, the National Child Line number is 0800 1111.

To be reviewed by Student Council every 12 months

Last Review: \_\_\_\_\_

Next Review: \_\_\_\_\_