 

**Missing Person Policy**

The welfare of all students at Restart is our paramount responsibility. Every adult who works at the school has been trained to appreciate that he or she has a key responsibility for helping to keep all of our students safe at all times. Our staffing ratios are generous and are deliberately designed to ensure that every child is supervised the entire time that he or she is in our care.

The aim of this policy is:

● Provide clear procedures to follow in the rare situation that a child goes missing

● Provide clear procedures for if a child goes missing while out and in our care

● Explain expectations for communication with parents and authorities if a child goes missing

● Provide procedures for a child when parents/carers are not at home when returning from our programmes in the community

● The policy is provided to all staff (including temporary staff and volunteers) at

induction

● The safety of RESTART students is of the utmost importance. Failure to carry out the procedure relating to this policy as required will result in intervention by the directors

Key Principles to Protect Students

* To ensure that all children are kept safely while in our care
* To ensure that all staff keep the children under proper supervision at all times.
* To ensure that if a child ‘goes missing’ he/she is located quickly and returned safely to home.
* To ensure that if a child fails to attend Restart without explanation the relevant authorities are informed and Restart will do everything within its remit to clarify the whereabouts of the child.
* A child going missing from education is a potential indicator of abuse or neglect.

Restart has put in place appropriate safeguarding policies, procedures and responses for children who go missing from education, particularly on repeat occasions. It is essential that all staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, FGM and forced marriage.

Procedures to follow if a child fails to attend our programmes

Restart monitors attendance closely and will take action to address poor or irregular attendance.

We will inform the local authority of any child who fails to attend our programmes regularly or has been absent without permission

Actions to take if a student goes missing during programme delivery;

* Call directors immediately to help manage incident and coordinate responses from local agencies
* Record time and location of when pupil went missing and any other information which is relevant
* Provide descriptions of clothing and child
* Whether child has a phone and or money
* Have child’s name address gender and age
* Directors will advise on actions and who to communicate with
* Call Parents
* Call police (keep record of who you reported to or which officer)
* Follow police advice
* Call Social Worker
* Call Key worker
* Follow advise from Police, Social Workers
* Record incident on session forms and who you spoke with from Police
* Keep your phone on and charged
* Update police, directors and parents and other stakeholders when information becomes available
* Stay at location where child went missing and wait for further information or until a director as agreed you can leave
* If child returns reassure them, find out where they have been and if there are any safeguarding concerns
* End the session and return home
* Inform police and all other agencies and directors (and parents) that child is safe at home
* If child does not return and is missing with police/social services keep your phone on and be available as they may require additional information and will keep you updated
* Update risk assessments as 2 to 1 staffing maybe required
* DSL will record and report incident to the Local Authority

Procedures are reviewed and, if applicable, amended in light of the incident. If the student is injured a report must be made under RIDDOR to the HSE.

A full record of all activities taken up to the stage at which the student was found is made for the incident report.

Procedures are reviewed and, if applicable, amended in light of the incident.

**Parents/carers not at home on returning child:**

If a child’s parents are not at home within thirty minutes of the agreed time, we will call the contact numbers of the parent or carers. If there is no answer, the staff will begin to call the emergency numbers for this child. During this time, the child will be safely looked after.

If there is no response from the parents' or carers' contact numbers or the emergency numbers within a one-hour period, the directors will contact the Social Care Duty Officer

Social Care will make emergency arrangements for the child and will arrange for a visit to be made to the child's house and will check with the Police. We will make a full written report of the incident.

We undertake to look after the child safely throughout the time that he or she remains under our care, until such a time as s/he has been collected by a parent, guardian or carer, or until appropriate, alternative care arrangements have been made with Social Care and/or the Police in order to prioritise the child's safety.

The school's DSL will keep a record of incidents where parents/carers do not collect/are at home for a child. If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the Whole School Safeguarding Policy.

Kelly Brooke

Director

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