

Policy document control box

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Policy contents:

| | |
|---------------------------------------|----------|
| 1. Statement | 2 |
| 2. Procedure: Missing Learners | 3 |
| 3. After the Incident | 3 |

Missing Learner Policy

1. Statement

The welfare of all of our learners at Red Balloon Worthing is our paramount responsibility.

Every adult who works at the Centre is aware that they have a responsibility for helping to keep all of the learners safe at all times. It is therefore, the responsibility of staff to search actively for learners who are missing, including working with the police where appropriate.

All learners are registered at the start of Period 1 in the mornings. Registration is taken again during all lessons.

For the purposes of this policy, the term 'missing' refers to a learner being not present without authorisation or explanation.

On occasions when a staff member identifies a learner as missing from their expected location, immediate action is required as outlined in the procedures below. Communications with parents/carers and the appropriate services, particularly the police, are an integral part of the procedure and all instance of a missing learner must be reported to the a member of the Senior Leadership Team and the appropriate investigations made.

This policy applies to all members of the Red Balloon community. Red Balloon Worthing is fully committed to ensuring that the application of this policy is non-discriminatory in line with the Equalities Act (2010). RB Worthing seeks to implement this policy through adherence to the procedures set out in the rest of the document and should be read in conjunction with Safeguarding Policy.

In all circumstances in addition to the Policy below, boarding staff should explore the following questions:

1. At the first sign of a missing learner, check when they were last seen and where? Where could they have gone? Does anyone have any idea where they might be?
2. Which learner last saw them?
3. Were they alone? What were they wearing?
4. Do they have a mobile phone and are they contactable?
5. If it has become clear that there is no explanation for the absence of the learner, take into account the time of day and try to ascertain as accurately as possible how long the learner has been missing and ask their friends what sort of mood they were in.
6. At this time the procedures laid out in the policy below should be followed.

2. Procedure: Missing Learners

A learner may be identified as missing:

- After an absence at morning registration is not confirmed by the Office staff's contact with home.
- By a report of a missing child by a fellow learner or member of staff.

Any member of staff discovering a discrepancy must immediately notify the Office who will:

- Contact and make the necessary check such as the teacher/mentor to assess whether the absence is expected,. Check all lists of trips out of Centre and check the signing out books in the office.

If the learner is still found to be missing, the Office will immediately:

- Inform SLT members, who will initiate and oversee a search of the site.
- The Senior Member of Staff will coordinate and make the necessary search over the school grounds.
- Advise all teachers due to teach the learner later that day that they must immediately inform the office if the learner appears.

If the site search fails:

- Parents/carers will be informed, and in some cases a search of local roads will be made on foot, or by car, by available staff and parents as appropriate.
- On completion of this and any subsequent searches made over the day parents will continue to be informed of progress.
- At their discretion, the Head of Centre will arrange for the police to be informed.

If the learner is found, or the incident is otherwise resolved:

- The Head of Centre will be directly informed by the Office.
- The Police will be informed if they have been involved.
- The incident log will be kept on the learner's file.

3. After the Incident

The Senior member of staff involved will sensitively discuss with the child's parents/carers the events surrounding the disappearance of the child.

The Head of Centre or Deputy Head will carry out a full investigation taking written statements from all the staff present at the time.

The incident report will detail:

1. The date and time of the report
2. What staff/children were in the group/class
3. When the child was last seen in the group
4. What has taken place in the group since then and the time it is estimated that the child went missing.

A conclusion is drawn as to how the breach of security happened and, if appropriate, procedures (including risk assessments and training) may be updated.