

## MISSING CHILD/STUDENT POLICY

As your child's dedicated guardian, we always need to know their whereabouts. If they are to go missing from any school or family homestay accommodation and we cannot reach them, we will report them to the police as a missing person. Therefore, you must always inform us if there are any changes to your child's accommodation/travel plans. Host families are expected to report unexplained student absences or other situations affecting student safety to us immediately. If a student is reported to us as missing, we will take all necessary actions to locate the student.

We train all our staff to be aware of their responsibility for the security and safety of children and implement this policy as an integral part of its approach to the safeguarding and protection of all children.

**Purpose of this Policy:** The purpose of this Lost or Missing Child Policy is to show the steps that should be followed by staff members in the unlikely event that a child was to be unaccounted for, lost or go missing.

**Staff will implement the following procedures...**

<b>Stage 1</b>
Staff member to immediately check toilets, changing rooms, shared areas, other rooms, grounds and/or location where the session or activity is taking place to ensure child is not hiding or locked in anywhere.
Speak to other children in the group to see if they know of the child's whereabouts.
Immediately check to see whether the child has been signed out for an internal or external appointment.
Staff member to call child's mobile telephone number
Gather group together and call the register again to confirm that the one named child is still missing.
Staff member will ensure that the rest of the group are kept safe and closely supervised throughout incident.
<b>Stage 2</b>
After stage one has been completed and if there is no resolution (no more than 15 minutes), staff member will contact the guardian with parental responsibility.
If the parent/guardian/leader are aware of the whereabouts of their child - staff member to make a record.
If still unaware of the child's whereabouts - staff member will advise that we will need to report the child missing to the police.
Staff member to inform the Designated Safeguarding Officer that the police need to be contacted and what investigations have taken place so far.
If any other groups/sessions are taking place, then all registers will need to be taken again to ensure all children onsite or off-site are accounted for.
This will now be a police matter - so all staff will need to support the police in their investigations.
A communication from the Director will need to be given to all parents advising them of the circumstances.
<b>Stage 3</b>
Staff to ensure that the Designated Safeguarding Lead is informed and given a written record of the incident.
Conduct an internal investigation to establish how the situation occurred, how effective was the response and what action could be taken to ensure it does not happen.
Designated Safeguarding Lead to keep staff informed and updated as enquiry goes on.