



## Children Missing Education Policy and Procedures

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<b>Date of last review:</b>	Autumn 2020	<b>Date of next review:</b>	Autumn 2023
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### Policy review dates and changes

Review date	By whom	Summary of changes made	Date implemented

<b>Signed</b>		<b>Designation</b>	Chair of Governors
<b>Name</b>	Janet Hall Heather Flockton	<b>Date</b>	September 2020



## 1. Introduction

At RSDD Safeguarding is our highest priority. There are occasions when children will leave the campus without permission, e.g. they have been unduly teased and/or bullied; they are angry and upset about some incident which has occurred. Some children and young people could be identified as more at risk of going missing. This policy has been developed in accordance with the Statutory Guidance on Children who run away or Go Missing from Home or Care (2014), Department for Education.

## 2. Aims

- To assist staff and governors to develop robust responses to children who run away or go missing.
- To reduce the incidence of all children going missing.
- To reduce the risks associated with children who go missing.
- To prevent the missing child suffering from harm.
- To recover the child to safety as soon as possible.

## 3. Implementation

**This is guidance only and judgments should be made on an individual basis.**

This will be achieved by providing effective support and interventions, including good information sharing, multi-agency assessment/planning and performance management. Interventions will include a consideration of risks for each individual child and a focus on reducing repeat missing episodes. Working in partnership with children and their families is key part of this process and children's views and concerns will be taken seriously. All interventions will be informed by effective return interviews. Support and interventions may be focused on the individual child, the child's home or by targeting 'push or pull' factors in the community. 'Push or pull' factors are the influences which appear to 'push' the child from his or her place of residence or 'pull' the child to an alternative place. Interventions for Looked After Children must be informed by and reflected in the placement information record and in the care plan.

All practitioner's working with children at risk of going missing should discuss the dangers of running away with the child and, if appropriate, their family. They should be told about support services and this should include information about helplines in a child friendly manner individual to the needs of the young person.

### Concerns about immediate risk to a missing child

If a child is at immediate risk this should be reported without delay to Derbyshire Police on 999, otherwise the Police should be informed by phoning 101. (See Appendix 1)

### Attendance

Registration closes at 10.00 on Monday and at 09.00 from Tuesday to Friday.

If children are absent, the Safeguarding and Attendance Lead will contact parents/carers to establish the location of the young person and the reason for absence. This is logged in a book in the school office. If contact is not made by parents or carers after 30 minutes, further methods of contact are attempted. A response to absence will be made according to individual cases.

If a child has been marked as attending school at registration but fails to arrive at their intended lesson a staff member should inform the office immediately. The child missing policy will then apply and the flowchart in appendix 1 should be followed. If the child has missed the lesson because of an unavoidable incident (e.g. illness or accident) this should be recorded in the usual way. In all other circumstances the teacher who reports the child missing should also complete a brief report on Integriss. This should be recoded as a negative behavioural issue and the drop down box 'DNA' or 'did not attend lesson' should be checked.



### Concerns that a child is missing from home

Parents and those with parental responsibility are normally expected to have undertaken the following basic measures to try to locate the missing child, if considered safe to do so. Anyone else who has care of a child without parental responsibility should take all reasonable steps to locate the child and ascertain their safety. Professionals working with families should support parents and carers in taking the following necessary steps;

- Search bedroom / accommodation / outbuildings / vehicles;
- Contact known friends and relatives where a child may be;
- Visit locations that the child is known to frequent, if it is possible;
- Call or text any mobile phone held by child and leave a message asking for contact;
- Contact the school or school friends to gather any available information regarding the child's whereabouts.

***At the point where a parent / person with parental responsibility considers the child to be missing, they should inform the police without delay on 101.***

### Children who go missing or leave the campus without authority (See Appendix 1)

- If a child is seen to leave the school grounds without permission then staff should go after them but not chase after them (except for identified children on their risk assessment), nor should they ask any other child or groups of children to pursue them. Experience shows that this can exacerbate the situation since it is often the case that a child will go no further than outside the school gates and after a short period of time will return of their own volition. Active pursuit may encourage the child to leave the immediate vicinity of the school and may also cause the child to panic and possibly put themselves at risk by, for example, running onto a busy road. If, however, a child is deemed to be a high risk to themselves or other people then staff should adhere to the Physical Intervention Policy and Behaviour Management Plan with reference to holding the child.
- There may be occasions when a child has left the immediate vicinity of the school and it is felt to be appropriate by the members of staff dealing with the situation to engage in a local search.
- On all occasions whenever a child goes missing from school then this should be reported to the Senior Leadership Team (SLT) and Pupil Support Unit (PSU) as soon as possible and it will be for them to decide the course of action to be undertaken. In making their decision, they will take into account a number of factors e.g. Is the child still within the immediate vicinity of the school and not showing signs of venturing any further? In this circumstance the SLT may decide to do nothing except to monitor the child's whereabouts on a regular basis in the expectation that the child will eventually return to school of his/her own choice.
- If the child persists in remaining outside the immediate school grounds then the SLT may eventually decide to approach the child in a friendly manner to see if the child can be persuaded to return to school. Obviously if the child, upon the approach of that member of staff, starts to walk further away then this approach must be abandoned at that time. Experience shows that in the majority of cases when a child remains in the immediate vicinity of the school then they will normally return in due course.
- If the child has left the immediate vicinity of the school grounds and is no longer visible then the SLT will need to make a decision as to how to take matters further which will have to take into account the age of the child, the weather conditions, the nature of the incident which led to the child going missing, the child's previous history of being involved in episodes of going missing and their outcomes. Having taken such factors into account the SLT will initiate the following course of action:
  - If the child goes missing from Residence then inform the Head of Residential Care immediately and then contact the Headteacher.
  - Check that the child has not returned
  - Contact the child's parents/carers to inform them that their child has gone missing



- Refer to the child's Care Plan or after 30 minutes (KS2) or 60 minutes (KS3), up to 2 hours (KS4 & KS5) depending on circumstances contact the Police to report the child as missing.

### **Reporting a child missing to the police**

When reporting a child missing to the police any relevant information that might help to find or support the child should be shared, including:

- The child's name and date of birth
- The child's Local Authority
- When they were last seen?
- Are they by themselves?
- Any mobile phone numbers?
- Any social media used by the child?
- Relevant addresses, known associates
- Description and what they were wearing
- A recent photo
- Medical history or vulnerability
- Any previous absence details
- Possible trigger to the absence
- Any specific risks
- Risk assessment and / or Behaviour Management Plan (BMP)

### **When a missing child is found**

- A supportive approach, actively listening and responding to a child's needs will have a greater chance of preventing the child from going missing again and safeguarding them against any risks. Parents/carers, Police, LA and social worker to be informed as soon as possible of the child's return to school.
- Upon their return to school the child should be made welcome
- Allow the child time with a member of staff whom they trust, and with whom they can communicate, to discuss the reasons for them going missing
- Extra support should be put in place if necessary
- Where a risk is present the police may be involved
- Complete a Safeguarding Form

### **Missing children who are found but do not wish to return**

- Difficulties can arise when missing children are found but do not want to return. Where there is reasonable cause to believe that the child could suffer significant harm the police can take the child into Police Protection, and remove them to suitable accommodation which could include the home from which the child originally went missing. The police are not given the power to use force to take children into Police Protection.
- There will be occasions when a child is found in a location that may be considered unsuitable, but where there would not be legal grounds for taking them into Police Protection. In such cases the police, social care, family and school will need to liaise to discuss what steps may be necessary in order to safeguard the child's welfare.
- Report to safeguarding using My Concern on line system



### **Reporting that a missing child is found / returned**

- When a child is found or returns home, parents/carers must inform the police. Where possible they should also inform the local authority Children's Services. Any agencies and practitioners involved with the family should support them to do this.
- When a Looked After Child returns to school, RSDD will notify the police, child's Social Worker and Children's Social Care. (as applicable)
- The police will notify the local authority of the return of the child and any relevant information via automated systems.

### **Police safe and well checks**

- On finding a child, or on their return, a safe and well check will be undertaken by the Police Investigating Officer as soon as possible. The purpose is to check for any indications that the child has suffered harm; where and with whom they have been; and to give them an opportunity to disclose any offending by, or against them.
- Where a child goes missing frequently, it may not be practical to see them every time they return. In these cases, a reasonable decision should be taken in agreement between the police and their child's parent or carer, or their Social Worker with regard to the frequency of such checks. However every effort will always be made to ensure that every young person does has a safe and well check. Consideration will be given to the link between frequent missing episodes and serious harm. The reason for the decision not to conduct a safe and well check should be reported on the case file and the child's school record/plan
- If the safe and well check is not satisfactory, the police will also report the child's absence to the Police Central Referral Unit and Children's Social Care
- If on investigation the child who went missing states that the reason they left the school was due to 'abuse' then this information should be recorded on the appropriate Safeguarding Form (See Safeguarding Policy and Procedure).

### **Follow up for the Child**

- Frequent checks on well-being
- Update Individual Support Plan and/or Risk Assessment
- Advice on services available in their local area
- A specialist assessment if identified as a need

### **Collating information**

Information will be collated by the Designated Safeguarding Lead and reported to the Headteacher. This information will be used to improve practice as needed.

### **Leaving RSDD**

- RSDD will notify the pupil's local authority when we are about to remove a pupil's name from the school admission register under any of the fifteen grounds listed in the regulations<sup>1</sup> (Appendix 2). This duty does not apply when a pupil's name is removed from the admission register at standard transition points – when the pupil has completed the final year of education normally provided by that school – unless the local authority requests that such returns are to be made.
- RSDD will make reasonable enquiries to establish the whereabouts of the child jointly with the local authority, before deleting the pupil's name from the register



### **See also**

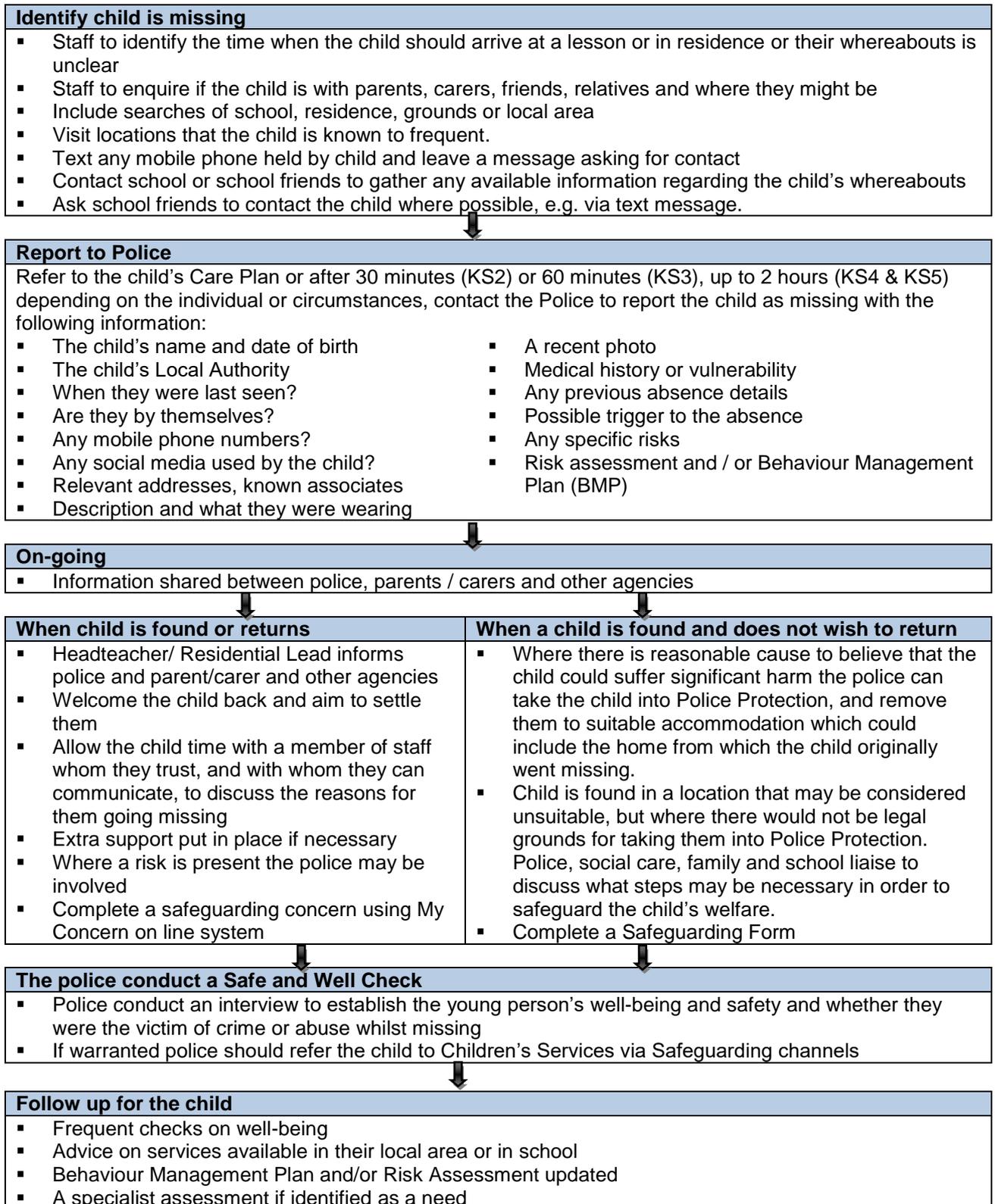
Statutory Guidance on children who run away and go missing from home or care issues 2014 – Department for Children Schools and Families

- Keeping Children Safe in Education
- [Runaway and Missing from Home or Carer \(RMFHC\) Protocol May 2019](#)  
[http://derbyshirescbs.proceduresonline.com/pdfs/runaway\\_missing\\_home\\_care.pdf](http://derbyshirescbs.proceduresonline.com/pdfs/runaway_missing_home_care.pdf)
- [Children Missing Education Sept 2016](#)
- Safeguarding Policy
- Attendance Policy
- Supervision of Children and Young People Policy



**Appendix 1**

**Young people missing from school/residence process flow chart**





Appendix 2

Useful contact numbers

	Contact details
Channel/ Prevent (radicalisation / extremism)	Derby City Council House 01332293111 Or Police Prevent Team 101
Child Exploitation On-line Protection	  Tel: 0870 0003344 Tel: 999 or 101 emergencies only
Childline Deaf Zone   Childline	08001111 Email - <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a>
Derby City Designated Officer	Tel: 01332 717818
Derby City Council Children's Social Care	Weekdays 9 a.m. to 5 p.m. Tel: 01332 641172 Evening and Weekends Tel: 01332 786968
Derby City Referral Unit	0300 122 8719 <a href="mailto:CityReferralUnit@derbyshire.pnn.police.uk">CityReferralUnit@derbyshire.pnn.police.uk</a>
Derby Safeguarding Children's Board	Tel: 01332 717811 Fax 01332 717819
Derby Social Workers with Deaf People	Tel: 01332 640715 Clerk's Number 01332 640713
Derbyshire County Referral Unit	Tel: 0300 122 8319 <a href="mailto:CountyReferralUnit@derbyshire.pnn.police.uk">CountyReferralUnit@derbyshire.pnn.police.uk</a>
Derbyshire Police	Tel: 07800 002414 sms only Email - <a href="mailto:deafsms@derbyshire.pnn.police.uk">deafsms@derbyshire.pnn.police.uk</a> Jennifer Sadler PCSO 4589 Telephone 101 non emergencies Emergencies 999
Derbyshire Safeguarding Children's Board	Tel: 01629 535716
Female Genital Mutilation (FGM)	Mandatory reporting through police 101
If you are concerned that a child is suffering or at risk of significant harm you can make a direct referral	Tel: 01332 641172 (Derby City) Tel: 01629 533190
If you are concerned that an adult is suffering or at risk of significant harm you can make a direct referral	Tel: 01332 640777 Tel: 01629 533190
Local Authority Designated Officer (LADO)	01332 642376
NSPCC Child Protection Helpline	Tel: 0808 800 5000 Email - <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a> <a href="tel:08000280285">Text 0800 028 0285</a>
NSPCC Whistle blowing	0800 028 0285 <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a>
Police Anti-terrorist Hot Line	0800 789 321
UK Safer Internet Centre	<a href="mailto:helpline@saferinternet.org.uk">helpline@saferinternet.org.uk</a> 0844 381 4772



**Appendix 3**

**Grounds for deleting a pupil from the school admission register**

1	where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school.
2	except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he/she has been registered as a pupil at another school.
3	where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he/she has ceased to attend the school and the proprietor of any other school at which he/she is registered has given consent to the deletion.
4	in a case not falling within sub-paragraph (a) of this paragraph, that he/she has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school.
5	except in the case of a boarder, that he/she has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he/she is registered.
6	in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that — (i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted; (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
7	that he/she is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.
8	that he/she has been continuously absent from the school for a period of not less than twenty school days and (i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2); (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
9	that he/she is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.
10	that the pupil has died.
11	that the pupil will cease to be of compulsory school age before the school next meets and— (i) the relevant person has indicated that the pupil will cease to attend the school; or (ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form.
	in the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he/she has ceased to be a pupil of the school.
12	that the pupil has been permanently excluded from the school.



13	where the pupil has been admitted to the school to receive nursery education, that he/she has not on completing such education transferred to a reception, or higher, class at the school.
14	where— (i) the pupil is a boarder at a maintained school or an Academy; (ii) charges for board and lodging are payable by the parent of the pupil; and (iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.
15	where— (i) the pupil is a boarder at a maintained school or an Academy; (ii) charges for board and lodging are payable by the parent of the pupil; and (iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.