



# **SPORTING STARS ACADEMY**

## **MISSING CHILD POLICY**

**Current Version Valid From 5<sup>th</sup> January 2023**

**To be Reviewed in January 2024**

**Reviewed by The Directors**

*January 2023 – January 2024*

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### 1. Rationale

This policy is to be read in conjunction with the school's Safeguarding Policy and considered alongside all other school policies and local and national guidance. This policy covers those students who go missing during school hours, whether in school or on an educational activity. The safety of students is the school's highest priority; a missing student is an extremely rare occurrence. This policy is designed to locate a missing student quickly and effectively. Students should never leave the premises during the school day, with the exceptions of:

- Verifiable medical/dental appointment
- Illness, parent/carer to take the student home
- Education off-site, e.g. sport, art, PSHE
- Educational visit

These absences will be marked with the appropriate attendance code. This policy is put in place to ensure that every action possible is taken to ensure the quick and safe return of a student to school or, in the case of an off-site educational visit, the care of the visit leader.

### 2. Aims

- To locate any missing student quickly and effectively
- To ensure that all students are kept safely on school premises during school hours with the exceptions cited above
- To ensure that students who leave the school premises during the school day are appropriately accounted for, and that the school register is coded correctly
- To ensure that the buildings and premises are safe and secure during school hours
- To ensure that teachers and staff keep students under appropriate and proper supervision at all times
- To ensure that if a student goes missing during the school day that they are located quickly and returned safely to school or the appropriate venue

### 3. Strategies

- The school register is taken as students enter the building each morning
- Contact home will be before 10 a.m. for most students. For vulnerable students and those in care homes, contact will be made before 9.30 a.m. and where appropriate, contact with social care will also take place
- Where the school is unable to make contact with parents/carers, a home visit may be arranged either by the school or social care

- If a student is internally truanting, senior staff on duty will search the school premises until the student is found. This will be followed up by a phone call to the parents/carers or social care if the student is looked after
- Some students may exhibit flight behaviours and abscond. In some cases, individuals will be prevented from absconding (following the Safer Handling Policy) or followed if they do so. Key staff are made aware of those at risk of absconding and appropriate responses, which may include “eyes on” supervision, will be used
- If a student is known to have left the premises and they are being followed by staff, their parents/carers and, in the case of looked-after children, their social worker will be informed
- If a student goes missing and is not on the premises, their parents/carers and, in the case of looked-after children, their social worker and the police will be informed immediately. A search of the nearby vicinity will be made by staff, and parents/carers, social workers and the police will be regularly updated
- The search will continue until the missing student is located
- If the student is then located, all parties will be informed

#### **4. Children Missing in Education**

##### **Stoke-on-Trent**

For children missing education over a longer period of time, the Stoke Looked After ‘Children Missing Education’ Policy and procedures will be followed:

[https://www.westonfederation.co.uk/wp-content/uploads/2019/11/Children-Missing-Education-Policy\\_Stoke-on-Trent\\_Jan-2019.pdf](https://www.westonfederation.co.uk/wp-content/uploads/2019/11/Children-Missing-Education-Policy_Stoke-on-Trent_Jan-2019.pdf)

##### **Staffordshire**

For children missing education over a longer period of time, the Staffordshire Looked After ‘Children Missing Education’ Policy and procedures will be followed:

<https://www.staffordshire.gov.uk/Education/Education-welfare/Children-missing-from-education.aspx>

For children out of the area, close liaison will take place with relevant parties, i.e. parents/carers, social care and, where necessary, the appropriate/referring authority.

#### **5. Monitoring and Review**

All school personnel have a copy of this policy and have had the opportunity to consider and discuss its contents prior to its approval. The policy will be reviewed annually.

This policy links to the following policies:

- [Safeguarding and Child Protection Policy](#)
- [Behaviour Policy](#)
- [Attendance Policy](#)
- [Safer Handling Policy](#)