



# Missing/ Absent Pupil Policy

Centre Academy East Anglia,

To be reviewed annually. Next review date: 1st  
September 2017

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*'Centre Academy East Anglia is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.'*

Children can frequently be absent, only to be found in places where they are not expected to be; alternatively, they can abscond for a variety of reasons. However, CAEA procedure ensures that all missing children are returned under staff supervision as quickly as possible.

Definitions of Missing and Absent as defined in 'Safeguarding Children Who Run Away or Go Missing from Home or Care' (Suffolk Safeguarding Board, 2014)

**Missing:** *Anyone whose whereabouts cannot be established and where the circumstances are out of character or the context suggests the person may be subject of crime or at risk of harm to themselves or another.*

**Absent:** *A child (person) not at a place where they are expected or required to be, when the behaviour is out of character and there is no apparent risk.*

**Prevention:**

Every effort is made to ensure the safety of the pupils whilst they are in the School's care. To ensure that all pupils are accounted for at any given time, all children are registered twice a day, at the start of the School day and at lunch. Additionally, boarders are subject to monitoring and supervision throughout their time, which is monitored in the daily log book. The completed registers are returned to the School Office so that the secretary can follow up on any absences and call parents.

If there is a trip off the School premises, it is the responsibility of the staff taking the trip to ensure that a regular register is taken or head count made. This will depend on the nature of the trip, the mode of transport used and the location of the trip. (See Risk Assessments).

Junior pupils are supervised at **all** times, whether in the classrooms before school starts, during break time, meal times, PE or Games lessons and in boarding houses. However, Senior students are entitled to 'study periods', during the school day, which in the main are carried out in their boarding houses.

If at any time a member of staff observes a pupil absconding they should follow and encourage to return. If however the pupil refuses to return, seek assistance from other members of staff and inform the DSL. Try at all times to keep the pupil in sight until support arrives.

If at any time a pupil is thought to be at risk of immediate harm it is possible to restrain the pupil.(see Restraint and Physical Intervention Policy) However, this should only be if the member of staff has an 'honestly held belief' for example: the pupil is threatening to run in front of a car, and the member of staff believes this could occur.

At the end of the School day or after activities, the children are only allowed to leave the School premises if their parent or an adult approved by their parents and previously introduced to the school has come to collect them. (In the case of pupils picked up by the local authority- approved taxi service, the pupil

will be escorted by a member of staff to the taxi). If no approved adult is there at normal pick up time, the child will be left in the care of the staff member on duty there whilst enquiries are made and until the child is collected.

When a child is collected from School during the School day, whether due to illness or a prearranged appointment, they must ALWAYS be collected from the School Office so that a note may be made in the register to record the fact that they are no longer on premises. *Pupils are not allowed to leave the School premises, during the day, unescorted.*

It is the responsibility of the member of staff on duty whether teaching or supervising play to ensure that the children remain safe.

Any visitors to the School are recorded arriving and leaving. Parents who come to School during the School day, or after the day has ended, are requested to report to the School office.

There is an intercom/camera system set up at the main gate to the school. Car park gates are closed except from 7:30-8:30 and 17:30-18:30. Main gates are always closed.

### **Missing/ Absent Child Procedure:**

**Procedure 1** - If a child is noted to be missing during school hours:

Staff must check with the School Office immediately as to whether the child has another commitment e.g. music lesson, play rehearsal, School trip, external appointment etc. This can be achieved by either; sending another student or member of staff to the office or calling by phone if there is one in the classroom.

The staff member should then inform the Head of School of the situation, and the Head of School will launch an immediate search. The missing child's friends may be consulted if it will not cause unnecessary alarm.

All available staff will check grounds and rooms to ensure the child has not hidden or been locked in anywhere within the boundary. *This search should take no longer than 30 minutes.* The senior member of staff present arranges for all the other children to be satisfactorily supervised.

If the child is not located, The Head of School or senior person on site; Head of Care or DSL will contact the **police** and **parents**. *These phone calls should be implemented no more than 45 minutes after the child's absence was first noted.*

*\*Of course the actual timespan may be adjusted to reflect the age, situation, vulnerability of a given child and the time of day.*

A written record of the incident and any action taken should be made as soon after the incident as practicable and placed in the Missing from Care Book and the child's confidential record.

**Procedure 2** – if a boarder is noted to be missing outside of school hours:  
All available staff will check grounds and rooms to ensure the child has not hidden or been locked in anywhere within the boundary. *This search should take no longer than 30 minutes.* The senior member of staff present arranges for all the other children to be satisfactorily supervised.

If the child is not located, one of the Teacher's in Residence will contact the police and pupil's parents and the Head of School. *These phone call should be implemented no more than 45 minutes after the child's absence was first noted.*

A written record of the incident and any action taken should be made as soon after the incident as practicable and placed in the Missing from Care Book and the child's confidential record.

**Suffolk Police: Force Operations Room: 01473 613500**

**RMFHC protocols, as stated in 'Statutory guidance on children who run away or go missing from home or care' DfE, January 2014, need to be followed.** (See attached).

*Children can very often test the boundaries of authority and may absent themselves for short periods of time and are not necessarily at risk... it is expected that all reasonable steps should be taken by parents (or care) to locate the child prior to making a report to the police.*

(Suffolk Safeguarding Children Board, 2014)

**Children and Young Peoples Service's:**

Customer First 0808 800 4005

Out of Hours Emergency Duty Service 0808 800 400

**The Policy should be read alongside the following:**

- the Excursion policy
- the Child Protection policy
- the Behaviour and Discipline policy
- the Attendance policy
- the Confidentiality policy
- the school's policy on 'Restraint and Physical Intervention / Reasonable Force'
- Safeguarding Policy

Signed:



Date: 01/09/16

Principal and CEO

Dr Rollo

Signed:



Date: 01/09/16

Head of School

Mrs Salthouse