



New Leaf Triangle Missing Child Policy

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Aim

The purpose of this policy statement is to give all staff a clear understanding of how to respond and who to inform should they discover a child is missing.

Therefore, the aims of such policy are to:

- Provide a clear procedure which is understood and effectively implemented by staff.
- Enable the missing child to be located as quickly as possible. Staff need to be mindful that a child can go missing at any time of the day

The welfare of all of our young people at New Leaf Triangle (NLT) is our paramount responsibility. Every member of staff has been trained to appreciate that they have a key responsibility for helping to keep all of the children safe at all times. Every member of our staff who works with children has read Part 1 of Keeping Children Safe.

The staff to student ratio at NLT is on a 1:1 basis, or in occasional circumstances 2:1 if that is part of a young person's plan.

What measures do we currently have in place to ensure that a child does not go missing from your setting?

- No unknown person is permitted to enter the site without proof of identity and a pre-booked visit.
- No unknown person is ever left alone when on site, a member of the NLT accompanies them at all times.
- Parents/carers/taxis are all questioned "Who are you here to collect?" First and last names must be provided by the taxi/parent/carer. Any unknown person collecting a student must prove their identity and await management to confirm with the child's parent/carer.
- All students are accounted for onsite via an online register, paper diary and have 1:1 staffing.
- At site one the car park and road gate are closed at all times.
- At site two the car park gate is shut at all times.
- All staff have a mobile phone on their person at all times.

ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING FROM NEW LEAF TRIANGLE

Our procedures are designed to ensure that a missing student is found and returned to their session and staff. If a student was found to be missing, we would carry out the following actions:

- Immediately inform the onsite management who will inform directors.
- Management to coordinate the search of last seen whereabouts for the first five minutes.
- If the student is not located in the first five minutes, the police **must** be alerted.
- One of the safeguarding officers must ring the pupil's parents/carers and explain what has happened, and what steps have been taken
- Management to coordinate staff to search the site.
- Management to ensure there is an adequate staff to student ratio and keep other students engaged and safe.
- Staff to keep in contact with management and document where they have searched via the whatsapp "Must read" chat.
- Management to arrange for staff to search the rest of the NLT premises and surrounding areas.
- The NLT team to continue to search for the missing student until otherwise informed by the police.
- The Designated Safeguarding Lead to inform the Local Safeguarding Children Board (LSCB) and the school's Designated Safeguarding Lead.
- NLT to cooperate fully with any Police investigation and any safeguarding investigation by the local authority.
- Manager dealing with the incident to Inform the Board of Management.
- If the student is seriously injured a report to be made under RIDDOR to the Health & Safety Executive (HSE)
- In the event of a large search effort, management to record the team's whereabouts and log places searched throughout to ensure accurate information is recorded.

During the course of the investigation into the missing student, New Leaf Triangle, in consultation with the LSCB, will decide what information should be given to other parents, staff and other students and how press enquiries are to be dealt with.

A full record of all activities taken up to the stage at which the student is found to be compiled for the incident report. If needed, procedures to be reviewed and adjusted.