**MISSING CHILD POLICY**

**Introduction**

The welfare of all students at St-Eds is our paramount responsibility. All staff have appropriate safeguarding training, and know they have a key responsibility for helping to keep all of the students safe at all times.

Our staffing ratios are small within our vocational workshop/classroom settings and are deliberately designed to ensure that every child is supervised the whole time that they are in our care.

We work with learners aged 11-19 (up to 25 with an Education, Health and Care Plan).

Transport/collection for all students registered to a mainstream school, is the responsibility of the parents/carers or the school.

All staff are advanced DBS checked and supervise all learners of a mainstream school age to the point that they leave at the end of the day. If being collected by taxi, staff will supervise up until the point of a student’s departure.

All mainstream school students attending the training centre are registered in the morning and afternoon and this is reported back to their mainstream school or referring agency.

For post-16 students (aged 16 up to 25 with an EHCP) 18 attending a Study Programme, a phone call/message/text is left for non-attendance.

St Eds occupies a gate duty rota on back gate, front gate and the common room during all break times. CCTV is in operation at all times to ensure the safety of all staff and students.

St Eds have strict rules for mainstream school students for absconding and apply a multi-agency approach with parents, police, prime mainstream school and Norfolk County Council Children’s Services.

**St-Eds Training Centre – Action for Staff when student go missing aged 11-16**

Our procedures are designed to ensure that a missing student is found and returned to effective supervision as soon as possible.

 If it is realised by any member of staff or student that another student is missing, this procedure should be followed immediately:

1. Tutors will alert the Welfare/Post-16 team, who will co-ordinate a search of toilets, common room and other areas.
2. Welfare/Post-16 team will also inform the Senior Leadership team.
3. If the search is unsuccessful, Welfare/Post-16 team will contact the parents and try calling the student (if we have contact details).
4. Welfare/Post-16 team will contact the Police if no contact can be established with any of the contacts listed on the students record stored on the secure internal drive and the student remains missing.
5. The Police will be given description, details of clothing, last sighting and any relevant circumstances.
6. Search of school site will be continued by all available staff until student is found or police arrive and supervise search.

**Following the incident:**

A meeting should be arranged to discuss what happened with the parents.

Procedures and security arrangements should be reviewed.