

LAKESIDE SCHOOL

MISSING FROM SCHOOL/ RESIDENTIAL PROVISION PROCEDURE

This procedure should be read in conjunction with the Protocol for safeguarding children and families in the Hampshire, Isle of Wight, Southampton and Portsmouth local authority area and the Protocol between Hampshire Constabulary and the above local authorities.

Lakeside school accepts its responsibility for the safety of pupils who are in its care, acting in cooperation with the Police and other interested agencies.

The school follows Hampshire Children's services departmental procedure for, 'Children and young people missing from home'. (It will also take into consideration and follow out of county placement protocol's for pupil's placed at Lakeside).

This procedure is followed in conjunction with the Protocol between, Hampshire Constabulary and Hampshire Children's Services Department.

The objective of all agencies involved in this protocol will be locating and returning the child safely.

In the boarding provision at Lakeside school, all our pupils are deemed to be vulnerable and should be closely supervised at all times. However on occasions pupils may choose to leave the school site or organised activity off site without permission for any number of reasons.

If a pupil is discovered missing during the school day:

1. SMT to be informed
2. Main office to be informed and name and time put on the white board in the staff room
3. At least one member of staff should be tasked with searching the school grounds and perimeter of the school boundary

Lakeside School

Missing from School Policy – September 2018

4. During the school day the office will inform SMT after one hour if pupil/s is still missing, at this point police/ parent/ carer will be informed. Initiate internal missing person form.
5. For more vulnerable pupils or LAC this procedure will be put in place immediately when pupil/s are reported missing to main office
6. If pupil/s still missing at the end of school day, office to inform taxi, ask taxi to inform the office if pupil/s attempt to board the taxi, update parents, carers, social services (if necessary)

If a pupil is discovered missing during residential time:

1. SMT to be informed
2. Member of staff tasked with checking school grounds and perimeter, Police willing to assist with this, (if on an offsite activity local area to be checked)
3. If at school senior member of staff on duty to inform Police, (if on offsite activity senior member of staff on duty to delegate to member of staff on the ground to contact the police in that area). Senior member of the care team will also inform parents/ carers/ out of hours social services in the case of a LAC. Initiate internal missing person form.
4. Senior member of care staff to keep a chronological log of all events applicable to the incident, keep SMT/ parents/ carers/ Social services (if necessary updated).

Children's Services reporting form CSRF- 004 should be used to report a pupil as missing. These are kept in the main reception or in the boarding provision (once filled in and completed, handed to reception with a copy for pupil's folder, they are to be retained locally and not sent on, unless following protocol for LAC).

In addition to the form being completed, the police may require additional information, such as:

When/ where last seen

Recent photograph

Any issues that may increase the risk to pupil: medication/ health issues/ vulnerability

Lakeside School

Missing from School Policy – September 2018

Page 2 of 3

Previous history of absconding

Legal status

Any identified reason for absconding

When the young person returns to boarding, a missing child return interview will be carried out. This will be to discuss reason identified for absconding, events during absconding, safeguarding issues, what next.

If a pupil continues to abscond from the boarding provision a meeting will be set up for all parties to review the boarding placement, look at placement plan.