



## Missing Child in Education Policy

### Introduction

This policy applies to all children attending **PL6 Learning Hub** sites. Every staff member who works at **PL6 Learning Hub** has been trained to recognize their key responsibility in keeping all children safe.

**PL6 Learning Hub** staff are knowledgeable about risk assessments and procedures that guide them in mitigating risks. This document outlines the key responsibilities and processes that must be followed in the event that a child absconds, is abducted, or does not adhere to the provided schedules. Any instance in which a child is out of our supervision without permission must be taken seriously, and this policy must be strictly followed.

### Information for Parents, Carers, and Authorities

- Students will be under **PL6 Learning Hub** supervision from the moment they are dropped off.
- Students will be registered upon arrival, and their location will always be known throughout their time at **PL6 Learning Hub**. Supervision must be handed over to a responsible adult at the end of the day unless written consent from a parent/carers allows the child to walk home alone.
- If a young person becomes unsupervised or missing, parents/carers will be notified as soon as possible.
- Supervision ratios and strategies may vary for each student, depending on their history, age, and risk assessment.

## **Actions to be Followed by Staff if a Child Goes Missing from the Provision**

Our procedures ensure that a missing child is found and returned to effective supervision as quickly as possible. If a child is found to be missing, the following actions must be taken:

1. Take a register to confirm that all other children are present.
2. Inform the manager and **Designated Safeguarding Lead (DSL)**.
3. Calmly ask staff and students when they last saw the missing child.
4. Keep other students occupied to prevent escalation.
5. Assign staff members to search the area and adjoining environments.
6. Ensure a staff member remains at the last known location of the child or the designated rendezvous point.
7. Compile a list of key information, including:
  - Clothing/appearance
  - Time last seen
  - Direction traveled
  - Any triggering incidents
  - Previous history
  - Child's name, address, and date of birth (for authorities)
8. Follow the **Missing Person Procedure** if the child remains missing after 20 minutes.

## **The Missing Person Procedure**

If the child is out of **PL6 Learning Hub** supervision and unauthorized for over **20 minutes**, the following steps will be taken:

1. The **manager** and **DSL** will be informed.
2. The **DSL** will notify the police (obtaining an incident log number), social worker, or Emergency Duty Team (EDT), and a manager.

3. The **DSL** or **manager** will contact the child's parents/carers to explain the situation and request their presence at the provision.
4. Attempts will be made to call the child if they have a mobile phone. Any contact with the child must be relayed to the police, EDT, social worker, and parents/carers.
5. **PL6 Learning Hub** will fully cooperate with any police or safeguarding investigations.
6. If the police locate and return the child, the EDT, social worker, parents/carers, and **DSL/manager** will be notified.
7. If staff find and successfully return the child to the provision, all relevant parties will be updated.
8. A **debrief** will be conducted with the young person to discuss their feelings and reasons for leaving.
9. Staff will not share specific details with the public.
10. Any media inquiries will be directed to **PL6 Learning Hub** directors.
11. A **Missing Report** will be completed, documenting:
  - All phone calls made
  - Conversations held (including times)
  - Actions taken (e.g., search efforts and contact attempts)
12. The incident will be logged on **My Concern**.

## **Procedures to be Followed by Staff When a Student is Not Collected on Time**

1. **During the education day (09:30–14:30):**
  - If a child is not collected within **30 minutes** of the agreed collection time, staff will call the parent/carer and, if applicable, the taxi office responsible for pick-up.
  - During this time, the child will be safely supervised.
2. **If the child is still at the centre at 15:00, and no message has been received:**
  - The staff member on duty will continue to call the parents/carers, as well as the child's main school setting and any emergency contacts.
  - The child will remain safely supervised.

**3. If no response is received by 15:30:**

- Staff will discuss next steps with the child's main school setting and consider contacting **Children's Social Care Emergency Duty Team**.
- If social care is contacted, emergency arrangements may be made for the child, including a home visit and a police welfare check.

**4. A full written report will be completed and logged on My Concern.**

## **Conclusion**

All measures within this policy are non-negotiable, and all staff are expected to adhere to its contents. Risk assessments and policies will be continuously reviewed and updated based on incidents and circumstances.

Individual **action plans** will be formulated for each student to prevent ongoing or repeat incidents.