

PL6 Learning Hub Missing Child in Education Policy

Approved by: Western Education Solutions Ltd

Designated Safeguarding Lead (DSL): Greg Western

Date of Approval: 8 October 2025

Next Review Due: 8 October 2026

1. Policy Statement

A child missing from education may be at risk of harm, exploitation, or neglect. This policy outlines procedures for locating and safeguarding any missing learner.

2. Legal Framework

Children Act 1989/2004; Education Act 2002; KCSIE 2025; Working Together 2023; Local Authority CME Protocol.

3. Aims

- Identify learners at risk of going missing.
- Respond quickly when a learner is unaccounted for.
- Notify agencies promptly.

4. Procedures

If a learner fails to attend:

1. Contact parents within 30 minutes.
2. Escalate to DSL if no response.
3. Review CPOMS record.
4. Inform Local Authority CME/Police if necessary.

If a learner goes missing on site:

1. Alert DSL immediately.
2. Search building and surroundings.
3. Contact parents.
4. If missing after 10 minutes, contact Police/LA.
5. Log on CPOMS.

5. Prevention

- Registers completed every session.
- EBSA/EOTAS learners monitored daily.
- Attendance reviewed weekly.
- Liaise with parents and agencies regularly.

6. Recording

All absences and incidents logged in CPOMS under Attendance/Safeguarding and reviewed by DSL.

7. Review

Policy reviewed annually or after any missing learner incident.

Signed:

Greg Western

Designated Safeguarding Lead

PL6 Learning Hub

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