

NHA Missing Pupil Procedure

1. Purpose

All Notton House Academy procedures are based on best practice arrangements for promoting the learning and well-being of young people with Social and Emotional Mental Health (SEMH), Autistic Spectrum Condition (ASC), and/ or Speech and Language and Communication difficulties (SLCD). They also consider the needs, rights, and development of staff and visitors to the academy. The statements below outline the principles upon which procedures are developed and reviewed.

- We work collaboratively with parents and other stakeholders to meet the needs, interests, and aspirations of young people placed at the Academy.
- We work hard to ensure that our physical environment is responsive to the needs of young people at the school and this includes taking account of their sensory needs.
- We work collaboratively as a staff team to ensure that our practice is 'Highly Reliable' to create a consistent approach to practice across all aspects of what we do. This is designed to provide the optimal conditions for young people at the Academy to be safe, learn, and prepare themselves for the next phase of their education and training career.
- We provide a curriculum that offers a range of experiences, which promote Communication, Self-Management, Independence, and Achievement.
- As part of this, we also empower our students to understand their SEMH and/ or ASC/ SLCD, and celebrate their difference.
- We consult with our students and their families on matters of school operation and development, through a variety of meetings, whole school events, and daily/ weekly communications. This forms an integral part of the review process.

Governance

Our governing body and external advisors play a critical role in monitoring the quality provision we offer and the outcomes and destinations of all our students. Governors and staff at Notton House Academy fully recognise the contribution they make to safeguarding and promoting the welfare of children. We recognise that all staff have a full and active part to play in protecting our pupils from harm. All members of the governing body and staff believe that our Academy should provide a caring, positive, safe, and stimulating environment, which promotes the social, physical and moral development of the individual child.

Aims

In the event of a child becoming lost or running away whilst in the care of the Academy, the procedures detailed below will be immediately put into place. These ensure that a systematic approach to finding the child is taken and consideration is given to the levels of risk.

2. Legislation

Swindon and Wiltshire Children Missing from Home and Care May 2019.

3. Roles and responsibilities

Procedures

The Academy will ensure that a search is made for the child as soon as we become aware that they are missing. Parents and relevant professionals will be notified and updated at each stage.

- The Duty SLT will be alerted immediately, during an evening in their absence, the senior member of staff on duty who is then responsible for notifying the Duty SLT.
- Enquiries will be made by the Duty SLT and lead PST of the relevant members of staff, as to when the child was last seen and where.

- If appropriate, enquiries will be made by the Duty SLT of the remaining children as to when the child was last seen and where.
- The Duty SLT and lead PST will appoint a person or people to immediately carry out a thorough search of all rooms in all buildings, grounds and outside areas.
- The Administration Staff will immediately check the Visitors Book to ascertain who is on the school site.
- If the child cannot be found within twenty minutes, the parents and the police must be informed; for Looked after Children, the carer and Social worker, and after hours, the Duty Social Worker.
- During school hours the Administration staff and PST team are responsible for reporting the missing child to the police; out of hours it is the responsibility of the senior member of Care staff to appoint a member of Care staff. This person is also responsible for completing the *Missing Person's Log*, *The Police Log*, and for providing the police with the pupil's *Missing Persons Profile*.
- The search will continue, widening the area until the police advise us otherwise.
- During school hours, it is the responsibility of the Pastoral Support Team to complete the SIMS communication log and the Sleuth behaviour record; out of hours it is the responsibility of the senior member of staff on duty.

If a child goes missing from an outing, where parents are not present, the following procedures will be followed;

- As soon as it is noticed that a child is missing, staff on the outing will ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray.
- One designated member of staff will search the immediate vicinity, whilst the other adults will supervise the remaining children.

If the child has not been found within twenty minutes, staff are to contact the child's parents and report the child as missing to the police;

- If a child is known to have left the school grounds and is not in sight, the Duty SLT will be called and they will take the lead in phoning home and calling the Police. This will be based on the child's previous record and risk assessment.

When the Child Is Found;

- Once the situation has been resolved, the members of staff involved should convene a meeting as soon as practically possible to ascertain the reasons for the disappearance and implement measures to ensure that it does not happen again.
- Parents, carers, social workers and the Police must be informed; the police will then visit the Academy in order to physically sight the child.
- A Missing Person's Log must be completed and signed by the service staff.