



## Policy Review Record

<b>Policy Written on</b>	<b>Policy Written By</b>	<b>Policy approved by the Board of Directors on</b>	<b>Review Date</b>
<b>May 2021</b>	<b>Sarah Cox</b>	<b>8<sup>th</sup> June 2021</b>	<b>June 2022</b>
<b>June 2022</b>	<b>Sarah Cox</b>	<b>14<sup>th</sup> June 2022</b>	<b>June 2023</b>
<b>01.08.23</b>	<b>Sarah Cox</b>	<b>5<sup>th</sup> September 2023</b>	<b>September 2024</b>
<b>02.07.24</b>	<b>Sarah Cox</b>	<b>03.07.24</b>	<b>July 2024</b>

This policy relates to all members of staff under the governance of the Learning Hub social enterprise. This includes; the Learning Hub and The Venue. This policy takes note of the growing concern of children missing education and the requirements of KCSIE 2024.

### **Children Missing or Absconding from Education Policy**

Due to the nature of young people who attend The Melton Learning Hub it may sometimes arise that a pupil will leave premises without permission. Prior to this occurring every effort will always be made to de-escalate and deter a young person from leaving site and staff on site are trained in de-escalation techniques in order to facilitate this. However, this may not always be possible and therefore the following protocol needs to be taken should a young person leave site:

#### **If a staff member is present:**

- Staff member present follows young person at a distance to encourage to return to site.
- Staff member should have a mobile phone on their person and keep the senior member of centre on site informed while following the young person.
- The senior member of centre staff will give verbal advice throughout. Extra staff may be deployed if available to help encourage young person from site.
- Should the young person be **refusing to return for over one hour** the parent/carer or social worker will be informed of their refusal to engage within Education and steps will be followed around this. The absence will be reported to the police if the young person is considered vulnerable. If the student missing from site has a **CSE marker or other vulnerability then the time is reduced to 10 mins.**

#### **No staff member is present to follow, or should a staff member discover that a young person is not on site as expected, or if they are following and lose sight of them are they are to:**

- Inform senior member of staff on site immediately
- Complete a grounds search taking no more than ten minutes
- Senior staff member and any other available staff are to search the local area on foot or by car to try and gain sight of young person for no more than ten minutes
- Should the young person not be sighted, the staff will refer to the individual risk assessment for the young person and abide by the guidance within
- If there is no high risk around absconding for the young person such as the risk assessment does not state to inform the Police immediately, then the parent/carer or social worker will be informed and asked whether they would like us to report them as Missing.
- Should the parent/carer or social worker wish for a report to be made, the senior staff member is to call the non-emergency Police number 101 and complete an incident report including the Police incident number within the contents.
- On return a debrief must be held with the young person to explore reasons for leaving site, support that can be put in place to reduce risk and any concerns they had while off site.
- Parent, carers and social workers will be informed when a young person is returned to site. The Police will also be informed should they not be aware.
- The young persons risk assessment may require updating

Senior staff members will regularly look for information around missing incidents for young people and any concerns will be escalated to ensure support is put in place for the young person.