



Edith Kay  
Independent School

# Missing Child Policy

This policy is reviewed every three years to ensure compliance with current regulations.

Approved / reviewed by:	
Governors Panel	
Date Reviewed:	April 2019
Date of next review:	September 2021

## **Rationale**

Edith Kay School (EK) is mindful that it has students who are particularly vulnerable. This policy is to be used in conjunction with the EK Safeguarding and Child Protection policy. This policy applies equally to our satellite site - EK Centre at 28, Green Street Enfield EN3 7HQ

This policy covers those students who go missing during the EK day, whether in EK or on educational activity. The safety of students is EK's highest priority; a missing student is an extremely rare occurrence. This policy is designed to locate a missing student as swiftly and effectively as possible. Students should never leave the premises during the EK day without the written permission of their parents/guardians/social care and only when EK are satisfied they are able to do so responsibly. Students may leave the premises exceptionally when:

- there is a verifiable medical/dental appointment
- they have an illness, parent/carer to take the student home
- education is off-site e.g. construction, hairdressing et al
- an educational visit is arranged.

These absences will be marked with the appropriate attendance code. This policy is put in place to ensure that every action possible is taken to ensure the quick and safe return of a student to EK or in the case of a visit the care of the visit leader.

## **EK will aim to:**

- ensure that all students are kept safely on EK premises in EK hours with the exceptions cited above
- ensure that students who leave the EK premises during the EK day are appropriately accounted for and the EK register is coded correctly
- ensure that the buildings and premises are safe and secure during EK hours
- ensure that teachers and staff keep students under appropriate and proper supervision at all times
- ensure that if a student goes missing during the EK day that they are located quickly and returned safely to EK or the appropriate venue

## **Strategies:**

- All registers must be taken.
- Off-site visits must adhere to the Educational Visits policy
- Staff in charge of off-site education provision must inform EK of absence on a daily basis and if a student goes missing they must follow missing student procedures
- A call home will be made by the Admin Lead by the end of the first teaching session
- Known truants will be regularly checked for attendance
- If a student is internally truanting then senior staff on duty will search the EK premises until the student is found followed by a phone call to parent/guardian/social care if the student is in public care.
- If a student goes missing and are not on the premises, or are known to have left the premises, the parent/guardian/ social care (if the student is in public care), will be informed immediately and the senior member of staff in charge of attendance, and where appropriate will contact the police. A search of the near vicinity will be made by EK staff and the police.

- Parents/guardians/social care to be regularly updated.
- Once a student is found a meeting will be held with them and the Parents/guardians/social care to establish future actions.
- In extreme cases when students are missing and cannot be found the school will ring the parents/carers/police / social care if applicable and the local authority safeguarding team.

**Roles and responsibilities in relation to this policy area as follows:**

**Proprietor:** Dayo Adeagbo

**Head Teacher:** Karen Dwyer-Burchill