Missing Child Protocol and Policy
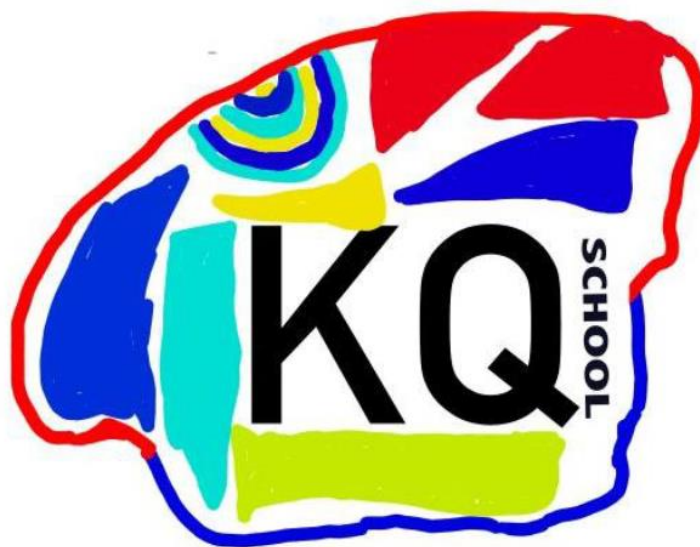
Approved by:	Head teacher	**Date:** May 2022	
Last reviewed on:	March 2024		
Next review due by:	May 2025		

1. Introduction

We place the highest level of importance on keeping our children and young people (CYP) safe and secure both on and off site. We recognise that our CYP are especially vulnerable and require higher levels of supervision. We recognise that our school building security must be effective and where material problems arise that contingency emergency plans are put into place.

Our site is secure and all adults have gate fobs to enter and exit. We have high perimeter fences and all CYP are fully supervised at all times. Where CYP are learning to be more independent and are highly unlikely to attempt an exit (i.e. their previous history shows no patterns of exit attempts) they may be unaccompanied during simple tasks such as taking a letter to the school office.

We make full use of the community by taking our CYP on regular educational visits (see the educational visits policy). Both on and off site there is a possibility that one of our CYP go missing.

2. Missing Child Protocol

On all educational visits, a member of staff for each group must carry a mobile phone with them. This phone is only to be used in case of an emergency and should not, under any circumstances, be used for personal use or photographing CYP participating in activities.

If a CYP does get out of the school grounds and buildings or goes missing on school outings the following protocol should be followed:

1. Inform the police. Let them know the following points:

    a. Where the CYP has gone missing from

    b. What time he/she was last seen

    c. A description of what the CYP was wearing

    d. Date of birth of the CYP

    e. That the CYP has autism and limited language/communication

    f. The name, address, and contact number of the school

    g. Tracking information if the CYP has a tracking device

2. Inform the school office that the CYP has gone missing. The office staff will then inform the CYP's parents. Office number is 0203 745 7044

3. Inform the Designated Safeguarding Lead (DSL) or where the DSL is not available, a deputy DSL. The DSL will then inform the Local Authority Designated Officer (LADO). – Appendix1

3. Follow up

All instances of CYP going missing will be recorded as a significant incident and on Safeguard. Senior Managers will thoroughly investigate the incident to determine the cause behind the CYP gone missing. In line with the school's significant incident protocol and procedures, a debrief of the incident will be arranged with the Head of School or Deputy Head Teacher, Team Teach trainer, therapists, class team, and any staff members involved. The Emotional Regulation Support Plan and risk assessments will be updated accordingly.

4. Monitoring

This policy is monitored and approved by the Head of School and is reviewed annually.

5. Links with other policies

> Educational Visits Policy

> Risk Assessment Policy

> Significant Incident Protocol

Safeguarding at Kensington Queensmill

If you have a safeguarding concern at Kensington Queensmill please contact the following people:

Designated Safeguarding Lead – Anita Bancerz, Head of School

0203 745 7044

anita.bancerz@thequeensmilltrust.com

Deputy Designated Safeguarding Lead – Jaga Lesniak, Deputy Head

0203 745 7044

jadwiga.lesniak@thequeensmilltrust.com

Deputy Designated Safeguarding Lead Anita Allotey - Family Support Practitioner

0203 745 7044

anita.allotey@thequeensmilltrust.com

The Local Area Designated Officer (LADO) for RBKC is **Elaine Campbell** and can be contacted at: Elaine.Campbell@rbkc.gov.uk **Tel: 020 7361 3000**

You can also call 020 7361 3013 and ask to speak to the Duty Child Protection Adviser Email kclado.enquiries@rbkc.gov.uk

The school's safeguarding policy can be found on its website www.kensingtonqueensmill.com and information on RBKC safeguarding can be found at https://www.rbkc.gov.uk/lscp/information-professionals-and-volunteers/lado-managing-allegations