



Absent or Missing Child Procedures

Introduction

This policy and its procedures are applicable to all children at UK College of English. It has been drafted in compliance with Keeping Children Safe In Education (September 2018) and should be read in conjunction with the UKCE's policy on safeguarding and child protection, which is available on the website.

UKCE will follow up any unexplained absences as soon as is practicable using the procedures detailed below. Where reasonably practicable the College will hold more than one emergency contact for each child.

It is important to distinguish between a child's absence from the College for an unknown reason and a child's disappearance from a lesson or activity after arrival at College.

Responsibility

All staff, hosts and contractors have a duty to safeguard and promote the welfare of children.

All members of staff contribute to the safety of children at the College by providing appropriate supervision under the guidance of the Senior Management Team (SMT) and the Designated Safeguarding Lead.

It is the duty of staff in charge of any child's supervision to check why a child is absent, this is the duty of the Group Leader, teacher and safeguarding members of staff.

Procedures for monitoring the whereabouts of Children

To establish whether a child is missing it is a requirement to monitor the whereabouts of children. This includes use of the following procedures:

- Under-18s must sign in at the UKCE office before going to their class for the day so that reception knows they are here.
- Teachers must register all children during class time and report any absence (after 15 minutes) to the UKCE office so that they can call the student/ their host family/emergency contact/Group Leader.
- In lessons, all staff should be aware of the children they should have in their care;
- On trips/visits/activities; the staff in charge should ensure that scheduled meeting times and locations are specified and adhered to by children. A copy of the list of children on a trip or activity should be held centrally.

Recording and Registration

If a child is too unwell to attend classes and/or activities, then they (or their Group Leaders) must phone and inform the school immediately. If the child is a homestay student, then the host must stay



with them during the day to make sure they are ok, they should not leave them unattended. Group leaders should be informed of sickness during class time and any incidence of sickness if they are part of the group and taken back to their accommodation.

Monitoring children on off-site activities

- Staff must make meeting times and locations clear to all children.
- Regular head counts must be undertaken, especially when moving from one location to another.
- All children must have access to staff contact details during a trip (eg. Emergency UKCE phone number, which is written on their lanyards that they are given upon arrival).

A child may be identified as missing:

- If an absence from the College is noted through the normal registration points during the day
- By comparing children in a class with the day's register (i.e. if a child is previously marked present, but has not arrived back in class) – the teacher should contact the reception no later than 15 minutes after the start time of the lesson;
- By a report of a missing child by a fellow child;
- On trips/visits/fixtures, after trying the child's mobile phone, talking to their friends and conducting a brief search of the immediate area. The same principles apply if more than one child is missing.

Any member of staff discovering a discrepancy must immediately notify the UKCE office or Safeguarding Lead immediately.

Missing Child Procedures

1. Childs absent from the College for an unknown reason:
 - The teacher must check and register the students in their class at the beginning of the lessons and after each break.
 - If a child has not arrived in class before 15 minutes of the start of class or signed in at the UKCE reception before the start of their class, then the teacher must notify the reception as soon as possible so that a member of staff can try to contact the student.
 - If the member of staff cannot get in contact with the student, then they will call their host family/emergency contact/notify Group Leaders to try to locate them. A member of the DSS will be notified.
 - If no contact can be made having tried periodically; the DSS will inform the Designated Safeguard Lead for follow up.
 - Where the Host has been spoken to and the child's departure from home is confirmed with them, the DSS will immediately contact the DSL. Who will contact the Police.
2. Childs identified as missing during the teaching day:



On receiving notification of a discrepancy, any member of staff noticing that discrepancy must contact a member of the DSS who will:

- Check the rest of the College,
- The DSS will make the necessary checks such as teacher or group leader to assess whether the absence is known and will check whether the child has turned up to their class by this time and ask children in the class if they know the child's whereabouts. The DSS will undertake a secondary check of the College and other common areas.

3. Safeguarding Staff

If the child is still missing after steps 1 or 2 above, the DSS will immediately:

- Inform the DSL who will manage the incident and where appropriate initiate and oversee a search of the site (Student lounge, student common areas, lavatories, classrooms).
- If part of a group, they will contact the Group Leader.
- Locate the child's mobile phone number and call them.
- Advise all teachers at next break, that they must immediately inform the reception/DSL if the child appears.
- If the child is still not located; the missing procedures in step 5 below will then be followed.

4. Childs identified as missing on a trip

- No later than 30 minutes after commencing searching the trip leader/teacher will contact the DSL/Emergency UKCE phone to contact a senior member of staff. The missing procedures in step 5 below will then be followed.

5. Member of Senior Management Team/DSL managing the incident

If the site search fails, no later than 1 hour after commencing searching, the member of SMT/DSL managing the incident will:

- Inform the Chief Executive who will then liaise with the host family (if appropriate) to inform them as well as inform the parents/guardians.
- Parents, through the College and/or group leader, will be kept informed of all progress.
- Initiate a search of local roads in some cases.
- At their discretion, and in consultation with the group leader/host family/parents where possible (and usually not later than 2 hours of a search commencing), the member of the SMT/DSL managing the incident (after agreement with the Chief Executive) will arrange for the police and Children's Social Care to be informed.
- Make arrangements for dealing with media enquiries.

Any decision to contact Children's Social Care will be taken in accordance with the Colleges safeguarding and child protection policy and procedures.



6. Resolution of the incident

When the child is found, or the incident is otherwise resolved, the member of staff or member of SMT managing the incident will:

- Inform the Group leader/host family/parents/guardians directly.
- Inform the police and Children's Social Care if they have been involved.

7. Investigation

Following resolution of the incident, the Operations Manager/DSL will initiate a full investigation, and require a written report from the member of SMT managing the incident. This report and the incident log will be kept on the child's file and in a central record of all such incidents. Members of staff involved in the incident may be asked to write reports for the DSL/DSS while investigating.

Accommodation

If a student is missing from their accommodation:

- If students are not home by curfew time, the homestay host should call the accommodation agency, then the accommodation agency will call the UKCE emergency number (currently 07956190553).
- The Designated Safeguarding Staff member on duty will then call the group leader, and this will usually resolve the matter.
- The UKCE staff member will then call the accommodation agency, who will inform the homestay host in turn.
- On the following day, our DSL will request a meeting with the group leader to find out the reason why the student was late and to offer any support group leader or student may require.
- If the group leader is unable to account for the student's whereabouts, the group leader will also need to contact the student.
- At this stage, the parent / legal guardian will also be informed, by the UKCE staff member (in English) or the group leader in their native language as preferred on the parental consent form.
- After that, the UKCE staff member and the group leader will continue to call the student and the parent / legal guardian until contact has been established and the accommodation agency and the homestay host are informed.
- Alternatively, the process will end when the student arrives at the homestay accommodation, at which stage the homestay host will re-contact the accommodation agency, who will call the UKCE emergency number, and the parent / legal guardian will be informed that all is well.
- If contact is not re-established within 60 minutes, a concern report will be filed and further action (such as informing emergency services) will be taken by the Designated Safeguarding Staff member on duty as required, and the parent / legal guardian will be kept informed at every stage.

Risk Assessment

1. Future Facing
2. Achievement through quality
3. Supporting a global community
4. Commitment to the individual



Where a concern about a child's welfare is identified, the risks to that child's welfare will be assessed and appropriate action will be taken to reduce the risks identified.

The Chief Executive and DSL have overall responsibility for ensuring that matters which affect child welfare are adequately risk assessed and for ensuring that the relevant findings are implemented, monitored and evaluated.

Day to day responsibility to carry out risk assessments under this policy will be delegated to the Designated Safeguarding Lead or Deputy who has been properly trained in, and tasked with, carrying out the particular assessment.

Record Keeping

All records created in accordance with this policy are managed in accordance with the Colleges Data Policy.

Records created in accordance with this policy may contain personal data. The College has a number of privacy notices which explain how the College will use the personal data of children and parents.

The privacy notices are published on UKCEs website. In addition, staff must ensure that they follow the Colleges data protection policies and procedures when handling personal data created in connection with this policy.

Policy Review

UKCE will undertake an annual review of this policy, its procedures and its operation as part of the Colleges annual review of safeguarding and update it as necessary. It will be updated annually or sooner if necessary.

Version Control

Date of last review of this policy: June 2023

Date for next review of this policy: June 2024

Policy owner: Designated Safeguarding Lead



APPENDIX 1

Questions that could be asked when interviewing during a missing child investigation:

- When was the child last seen?
- Who was the child with?
- What was he/she wearing?
- What emotional state did the child appear to be in?
- Has anything upset the child recently?
- Did the child speak to anyone about leaving?
- Who are the child's main friends at College?
- Is there any reason to believe the child might have been abducted (e.g. custody dispute) or otherwise at risk?

Information to be provided to the police/children's social care:

- the child's name;
- the child's age/date of birth;
- an up to date photograph;
- the child's height and any other physical description that is not shown by the photograph;
- a description of the clothing the child is thought to be wearing;
- any physical disability, learning difficulty or special educational needs that the child may have;
- the child's homestay address and telephone number and details of their host family
- the child's home address and telephone number and details of his/her parents/guardians;
- the child's mobile phone number if known;
- any relevant background information on the child's College record or home situation;
- any relevant comments made by the child or other children.

Record keeping

The College will keep a full written record of any incident of a missing child. This written record will be kept on the child file and in a central record of all such incidents. The written record will include:

- the child's name;
- relevant dates and times (e.g. when it was first noticed that the child was missing)
- the action taken to find the child;
- whether the Police or Children's Social care were involved;
- outcome or resolution of the incident;
- any reasons given by the child for being missing;
- any concerns or complaints about the handling of the incident;
- a record of the staff involved;
- Any recommendations concerning future incidents.



College Rules on attendance

Compulsory registration takes place:

- all children – at reception before the start of their classes
- all children – at the beginning of every hour of their classes
- all children – start and end of trips and excursions

Children may not leave the building during the day unless they have supervised free time, organised by their Group Leaders.

The College cannot be held responsible for children who have left the site for private rather than College purposes.

See appendixes below

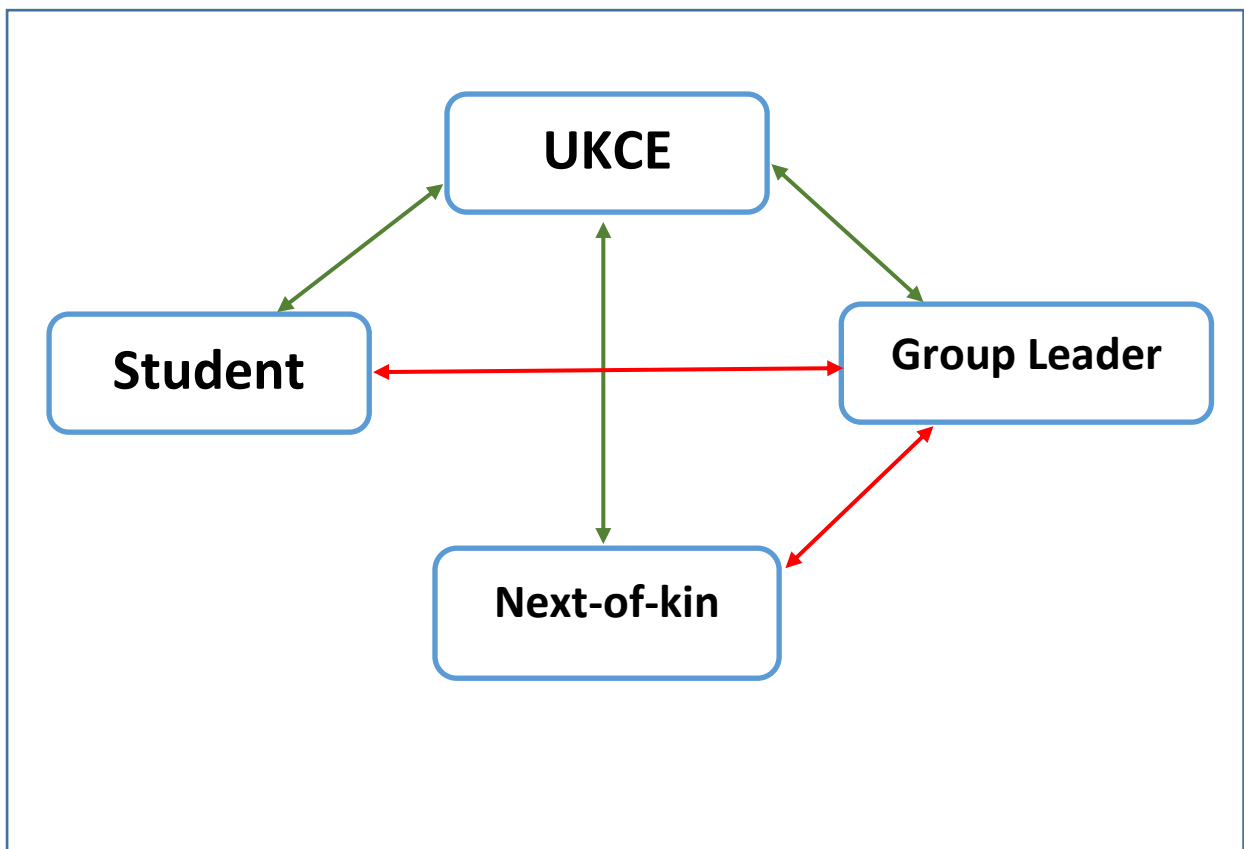
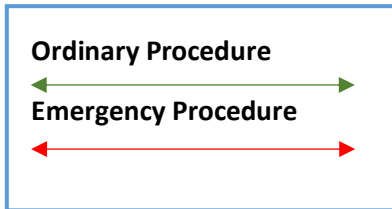
Reviewed in June 2023

Reviewed annually or more often if required

APPENDIX 2

Lines of Communication

Residential Stay



Homestay

