



# Oakfield School

## 35. Absenting /Missing Children Policy

	Date
To be Reviewed:	September 2017

# Oakfield School

## Absenting/Missing Policy and Procedures

This policy has been designed to work in conjunction with the Hull Children's safeguarding board guidance on dealing with children who absent or go missing, in addition this policy also adheres to the statutory guidance on "children who run away or go missing from home or care" (Department for Education January 2014).

The safety of the children is paramount so it is vital to ensure that the Policy and Procedures for when a child absents or if a child has been categorised by the police as missing are clear and concise.

There could be many any factors that contribute to a child absenting/or go Missing from school so we need to be alert and mindful to the potential difficulties that may arise in the life's of our pupils.

Oakfield School is a residential special school for children with Social, Emotional and Mental Health difficulties. Due to the nature of the pupils that attend Oakfield the risk of a child going into crisis and choosing to leave the school premises without authorisation is increased. Although staff make every attempt to de-escalate potential situations/incidents of a pupil leaving unfortunately they may be times where this occurs. Once a pupil absents staff will initiate the necessary protocols.

Each time a pupil absents from school the circumstances can and will be different the following policy and procedures are a guide for staff to ensure that all the necessary safeguarding procedures are adhere to and that the safe return of each pupil is the paramount concern. Actions and timings can differ for different circumstances and different individuals, decisions always need to be considered carefully and in conjunction with SLT, risk assessments, this policy and the relevant national and local guidance.

## PROCEDURES

### **Away without authorisation from the classroom, residential house, school building or activities but remains in view of staff.**

When a young person/ child leaves the classroom, residential houses, school building without authorisation, but remains in visual sight of staff.

- Inform Senior Manager and Administration (during school hours) and explain the situation and the form of action you are taking
- Engage with the Young Person/Child in an attempt to de-escalate any difficulties that has arisen, causing them to leave.
- Young person/child returns and follow up talk takes place.
- Make an electronic daily diary entry as the child was away without Authorisation.

The electronic diary entry should include:

1. Length of time young Person/child was out for
2. Where Young Person/child was located.
3. Cause of the difficulty that resulted in child leaving,
4. Thoughts and feeling of the child/young person.
5. Action to be taken to prevent further issues.
6. Were necessary; update of relevant paperwork i.e. Risk Assessment, PHP

## **YOUNG PERSON/CHILD ABSENTS OR GOES MISSING**

When a pupil leaves the school site without authorisation every effort is made to locate the pupil, staff conduct a search of the local area, however we do not chase, as we run the risk of the pupils going further afield, or will increase the level of risk of the pupil running across roads. Every attempt should be made to convince the pupil to return. Staff will monitor from a safe distance or until the pupil/s are no longer visible.

- At this point an accurate recording of the clothing worn by the pupil, location and direction of travel is imperative.
- Inform a member of the Senior Leadership Team, who will make a further assessment of the current situation.
- Inform the administration Office, this is ensuring all channels of communication are active. You are required to inform Administration of all up dates. After 3pm inform Manager on duty, by using duty mobile.
- If pupil does not return and we have not had sight of the pupil/s for 10 minutes then we contact parents/carers to report that they child has absented from school.
- Staff will then ask if the parents/carers want us to report their child to the Police, explaining that there child is absent without authorisation from school.
- If a parent/carer requests us to contact the Police we use **101 Non – Emergency Number stating Humberside.**
- In the event of parents requesting their child not to be put out to the police, a member of SLT will risk assess that request and we as a school retain the right to overrule that request.
- Staff will then be required to complete an **Absenting or Missing** Incident report form. These will be hand written and will remain an active Incident until the child has been returned. These are located in the Administration Office.
- Staff will document the pupil Absenting in the Absenting/Missing Incident Log Book – located in the Administration Office, after 3pm you must consult with the Manager on duty
- Police will be contacted – (following the Procedures for contacting Police Services)
- Staff will also make an entry in the Childs Electronic Diary, including brief details of Absenting, Police Log Number.
- The duty Officer will also inform you of the category that the individual has been placed as **“ABSENT” or “MISSING”**.

- The duty inspector will grade the young person if categorised as MISSING by completing a risk assessment and decide whether the child/young person is **Low – no police involvement Medium – police involvement High Risk – immediate response. The duty inspector will tell you what action they intend to take.**
- Where a child is categorised as **ABSENT** the Police will review timings. The case will be subject of constant review. A point of contact will be established to liaise with the Police during this time.
- A member of SLT will then take charge of the incident and will continually update the Missing Person/Absent Incident Report with any further actions taken by the school, communications or any additional information until the child has been returned to school or home.
- If any multi Agency Meetings have taken place regarding the specifically for the absenting/missing incident a brief account should be also added to the report.
- Staff will keep parents/Carers and relevant agencies completely updated.
- All telephone calls, change of grading, any further sightings, must be accurately documented on the active **Absenting/Missing Incident Report forms.**
- **In the case of children that are looked after by the Local Authority staff will immediately contact the school Safeguarding Coordinator - Jayne Oakley who will make contact with the appropriate social services department. All details given from the police will need to be also passed to Jayne Oakley.**
- If the child/young person returns or has been returned to the school, the form must reflect this information and again recorded.

**PLEASE SEE APPENDIX A FOR FLOW CHART OF PROCEDURES.**

**PLEASE REFER TO ABSENTING/MISSING FORMS – APPENDIX B**

#### **PROCEDURES FOR CONTACTING POLICE SERVICES**

If police are contacted by the member of staff acting as the “Responsible adult” or at the request of a parent/carer the following information will be passed via to the police using their non-emergency 101 telephone Number. The police will then determine whether the child is “**ABSENT**” or “**MISSING**”

Information can be found on student profiles, so prior to contacting the police ensure you have all the details at hand, enabling the police to have an accurate risk assessment/ grading of the individual child.

During this conversation an agreed point of contact will be established, this person normally will be a member of SLT staff and will be contacted by the police at regular interval with any updates. This is to ensure that all safeguarding procedures are adhered too and to reassess current status. This also may change to a Missing Person Report if the category changes from absented to missing. All details and information must be recorded on the absenting/missing form.

## RETURN TO SCHOOL

- Inform a member of the Senior Leadership Team and the admin team (if during school hours).
- Parents/Carers will be informed. Social Worker by Safeguarding Coordinator (if Applicable)
- Police informed of pupils return give all details as required (arrange a Safe and Well Check with Police, if pupil has been categorised as missing.)
- Complete the absenting/missing report detailing all information about the pupils return, times, dates and whom was spoken to etc.
- Dependent whether the child is categorised as “**Absent**” or “**Missing**” by the police, will determine the next course of action.

### ABSENT

- All relevant parties must be informed of the pupils return, parents, police, social care etc.
- Ensure that the return section of the absenting/missing form is fully completed with all relevant information clearly documented.
- Pupils should then have the opportunity to read the form and should be asked about the reasons for them absenting. This should all then be recorded in the relevant sections of the absenting/missing form.
- If possible the information regarding their return should be collected by the pupils Keyworker, a member of SLT or someone whom the child is familiar with and has a positive relationship.
- This is to identify any potential issues that may have arisen whilst “Absent” from school. This will indicate if any further action is required:
  - Reason for “**Absenting**” i.e. Bullying, staff will then initiated the bullying intervention forms and inform Senior Management and Child Protection Co – ordinator – Jayne Oakley of the situation, staff must complete forms and resolve.
  - To look for any indications that the child has suffered harm;
  - Identify where and with whom they have been; and
  - To give them an opportunity to disclose any offending by, or against, them.

### MISSING

- If a child is categorised as “**Missing**” by the police, on the child’s return to school. The Police will complete a face to face Safe and well check with the pupil.
- Missing persons cases should not be closed without the person first being seen by the Police.
- The child should be then offered an **Independent Return Interview**.

- If the child refuses an independent return interview, the school MAY initiate a back to school review. This is to highlight potential cause for concerns and risk associated with that child. Management strategies will be up dated to their risk assessment to prevent further re - occurrences.
- If the pupil agrees to the Independent Return Interview, a member of the Senior Leadership Team will initiate contact with the schools Independent visitor to arrange a time for the interview too take place.
- It is good practice that the Independent Return Interview takes place within 72 hours
- Liaise with the schools Child Protection Co-ordinator.
- Part 2 of the Absenting Procedures to be initiated. Senior on duty will be responsible for completing part 2 – Missing pupil

**PLEASE REFER TO TEMPLATE – PART 2 SECTION OF PUPIL MISSING APPENDIX C  
PLEASE REFER TO TEMPLATE INDEPENDENT RETURN MEETING – SEE APPENDIX D**

## **INDEPENDENT RETURN INTERVIEWS**

When a child has gone missing from their residential school arrangements should be made for the child to have the opportunity for an Independent Return Interview. **This interview will be carried out by the schools independent person.** Many children who run away or go missing need to build up trust with somebody before they will discuss in-depth the reasons why they decided to run away. The interview and actions that follow from it should:

- Identify and deal with any harm the child has suffered – including harm that might not have already been disclosed as part of the Safe and Well Check, and any need for medical attention;
- Understand and try to address the reasons why the child ran away;
- Try to prevent it happening again.
- Where there are more complex needs, help may be provided under section 17 of the Children Act 1989 (children in need). Where there are child protection concerns local authority services must make enquiries and decide if any action must be taken under section 47 of the Children Act 1989, see Chapter 1 of Working Together to Safeguard Children 2015 for more information.

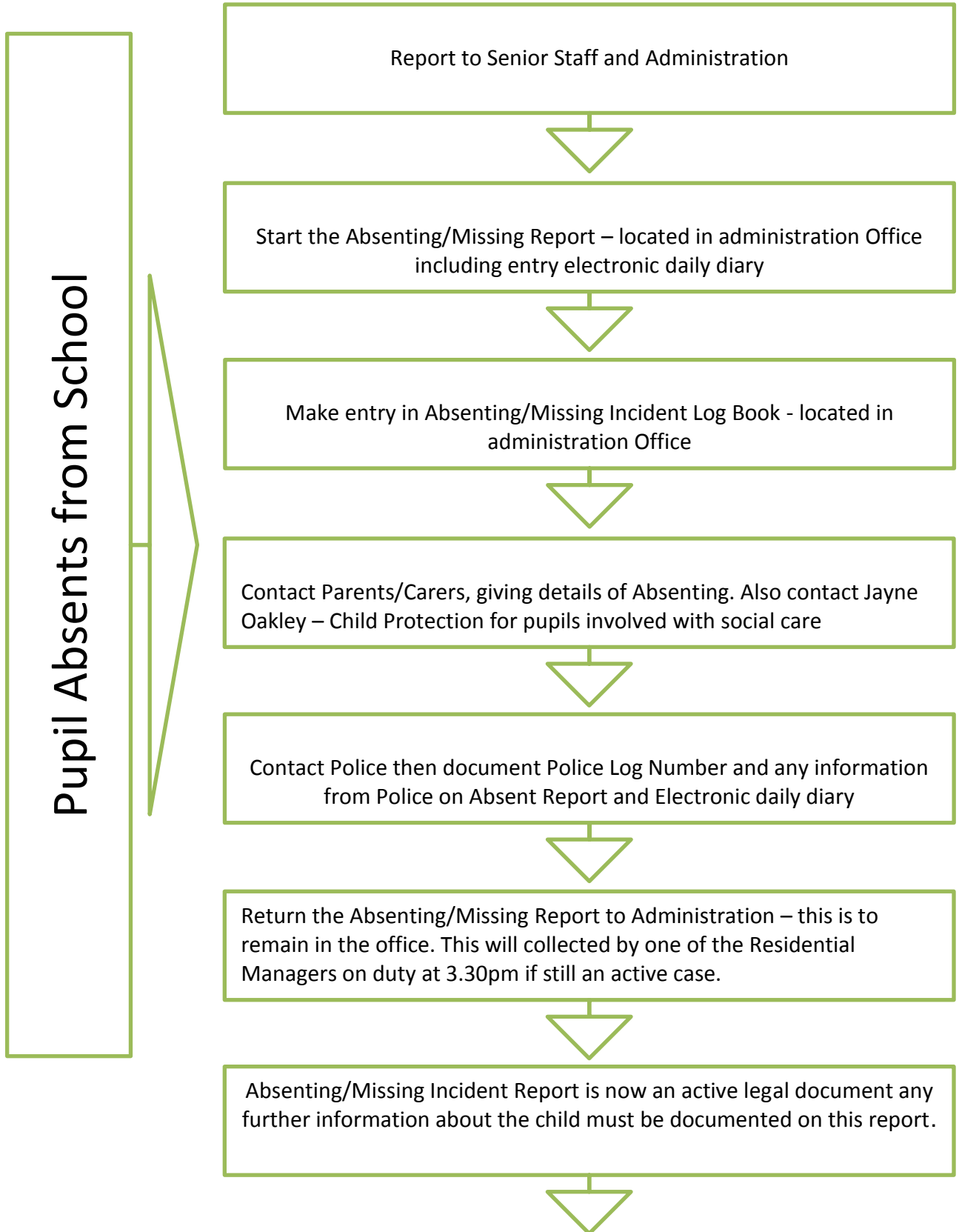
## **LOOKED AFTER CHILDREN**

Local Authority Protocol will be initiated when categorised as Missing. Jayne Oakley will liaise with Police and relevant Social Service department. All information regarding Absenting/ Missing are monitored by the Senior Leaderships Team as these are recorded on the Absent/ Missing Data Base and will be used for further planning for a child/young person’s, care, behaviour or Risk Assessments.

## **ASSOCIATED RESOURCES:**

- Local Protocol and Procedures Children Safeguarding boards.  
<http://hullscb.proceduresonline.com/index.htm>
- Association of Chief of police (ACPO )Guidance on Management, Recording and Investigation of Missing Persons 2013  
<https://www.app.college.police.uk/app-content/major-investigation-and-public-protection/missing-persons/>
- Keeping Children safe in education (relating to concerns why the child absconded and potential Risk whilst not in the care of the School) – September 2016  
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- Statutory Guidance on Children who run away or go missing from home or care January 2014  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/307867/Statutory\\_Guidance\\_-\\_Missing\\_from\\_care\\_3\\_.pd](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/307867/Statutory_Guidance_-_Missing_from_care_3_.pd)
- [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419595/Working\\_Together\\_to\\_Safeguard\\_Children.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf)
- <https://www.gov.uk/government/publications/what-to-do-if-you-suspect-a-child-is-being-sexually-exploited>
- [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/418131/Preventing\\_youth\\_violence\\_and\\_gang\\_involvement\\_v3\\_March2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/418131/Preventing_youth_violence_and_gang_involvement_v3_March2015.pdf)
- Children Act 2004 to safeguard children and young people and to promote their welfare
- Education Act 2002 To make arrangement to ensure that function are carried out with a view to safeguarding
- National Minimum Care Standards – Standard 15 Paragraph 15.6  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/416188/20150319\\_nms\\_standards.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/416188/20150319_nms_standards.pdf)

**ABSENTING/ MISSING PROCEDURE FLOWCHART – APPENDIX A**



Pupil Absents from School

**THE REPORTING STAFF WILL LIAISE WITH THE SENIOR NOTIFIED ON THE ABSENTING REPORT.**  
“**ABSENTING**” – On return to school, Staff will ensure the pupil is safe and well and inform all relevant people of their return. Absenting form to be completed and signed off.  
“**MISSING**” – on return to school, the pupil must be offered an Independent Return Interview, this must be done within 72 hours of return.



**ABSENTING/MISSING INCIDENT REPORT – APPENDIX B**

<b>Oakfield School Absenting/Missing Incident Report</b>				<b>Absenting Number:</b>			
<b>Name of pupil</b>		<b>Reporting staff</b>		<b>Date</b>	<b>Day</b>	<b>Time</b>	
<b>Name of Senior notified</b>		<b>Time notified</b>		<b>Education</b>		<b>Residential</b>	
				<b>Electronic Diary (Red Book)</b>		<b>Absenting Log/Book</b>	
Witness 1		Signed		Tick		Tick	
Witness 2		Signed					
Witness 3		Signed		Time		Time	
Witness 4		Signed					
<b>Parents Informed (Y) (N)</b>		<b>Police Informed (Y) (N)</b>			<b>Social Services Informed (Y) (N)</b>		
<b>By</b>	<b>Date</b>	<b>By</b>	<b>Date</b>	<b>Police Log No.</b>	<b>By</b>	<b>Date</b>	
<b>Sign</b>	<b>Time</b>	<b>Sign</b>	<b>Time</b>		<b>Sign</b>	<b>Time</b>	

Did the child have any incident prior to absenting:	<b>YES</b>	<b>NO</b>	Incident Number:-	
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**Description of lead up to child absenting:** What was the child doing? What was happening to cause difficulty? Is it known why the child absented? What did you do to attempt to prevent or avert absenting? Details of last time seen including by whom and where going and who with. Clothing at time of absenting if known. Please answer in clear, concise bullet points.

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<b>De-escalation and behaviour management techniques used prior to absenting, if any. (Please tick boxes)</b>						
Verbal advice and support	Humour	Distraction	Re-assurance	Options offered	Time out offered	Step away
Transfer adult	Planned ignoring	Success reminders	Reminder of Consequences	Negotiation	Diversion/diffusion	Withdrawal from situation
Calm talking	Non-threatening body language		Others			

<b>Oakfield School Absenting/Missing Incident Report</b>	<b>Absenting Number:</b>
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**Chronology of events.** Please enter any subsequent sightings, reports, phone-calls or other relevant information. ( please Include times and dates) Also including any damage to property etc.

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<b>Signed by person filling in report</b>	<b>Date:</b>
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<b>Details of Return</b>
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➤ .....
➤ .....

<b>Parents informed of return (Y) (N)</b>		<b>Police informed of return (Y) (N)</b>		<b>Social Services informed of return (Y) (N)</b>	
<b>By</b>	<b>Date</b>	<b>By</b>	<b>Date</b>	<b>By</b>	<b>Date</b>
<b>Sign</b>	<b>Time</b>	<b>Sign</b>	<b>Time</b>	<b>Sign</b>	<b>Time</b>

<b>Outcomes</b>	Follow up talk	Completed work	Return to class	PHP review
Exclusion	Referred to police	Other sanction	ELSA Referral	Parent informed

<b>Pupil opportunity to read form</b>	Request accepted	Pupil signature:
Pupil comments / reason for not reading:-		

<b>Signed by person completing report</b>	<b>Date:</b>
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<b>Category</b>	Absent	Missing	(If missing complete part 2 of the form)
<b>Signed as completed by SLT</b>			<b>Date:</b>

**MISSING INCIDENT REPORT – APPENDIX C**

**PART 2 – THIS SECTION ONLY TO BE COMPLETED IF PUPIL HAS BEEN CLASSED AS MISSING**

<b>Oakfield School Missing Incident Report</b>		<b>Absenting Number:</b>	
<b>Name of pupil:</b>	<b>Time Absented:</b>	<b>Day:</b>	<b>Date:</b>
<b>Senior on duty:</b>	<b>Time of Return:</b>	<b>Day:</b>	<b>Date:</b>

**ONCE RETURNED TO SCHOOL THE PUPIL MUST BE OFFERED AN INDEPENDENT RETURN INTERVIEW**

<b>Well and Safe Check completed by Police:-</b>	<b>YES/NO</b>	<b>Meeting held with:-</b>	<b>Date and Time:-</b>	
<b>If not Why?</b>				
<b>Independent Return Interview Offered:-</b>	<b>YES/NO</b>	<b>Meeting held with :-</b>	<b>Date and Time:-</b>	<b>Minutes of meeting to Child's Main File YES/NO</b>
		<b>Pupil to Sign:</b>	<b>Date:</b>	
<b>Contacted Independent Interviewer:</b>	<b>YES/NO</b>	<b>Date and Time:</b>	<b>Sign:</b>	
<b>If NO why?</b>				
<b>Meeting Declined by pupil:-</b>		<b>Reasons for Decline:</b>		
		<b>Pupil to Sign:</b>	<b>Date:</b>	
<b>Referral to Emotional Wellbeing Team:-</b>	<b>YES/NO</b>	<b>Date and Time:-</b>	<b>Referral to Child Protection:-</b>	<b>Date and Time:-</b>
<b>Any additional information, actions/strategies from meeting held, including risk assessment and PHP updates.</b>				
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<b>Signed by person completing this section:</b>	<b>Date:</b>
<b>Signed by Headteacher / Deputy Head:</b>	<b>Date:</b>
<b>Signed by Head of Care / Deputy Head of Care:</b>	<b>Date:</b>
<b>Signed by Child Protection Coordinator:</b>	<b>Date:</b>



## OAKFIELD RETURN INTERVIEW – “MISSING” – APPENDIX D

Name of Pupil:	
Date:	
Date and time ABSENTED:	
Date and time of return:	
House (if applicable):	
Name Independence Visitor:	

**What happen to make you leave school?**

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**How did you return to school? (Police, Parents/ Carers, Own accord)**

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**When you left school where did you go, what did you do, who where they with?**

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**How did you feel about absenting from school/residential?**

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**Did you feel safe and looked after whilst missing?**

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Was you threatening or hurt whilst missing?

Are you worried /upset about anything?

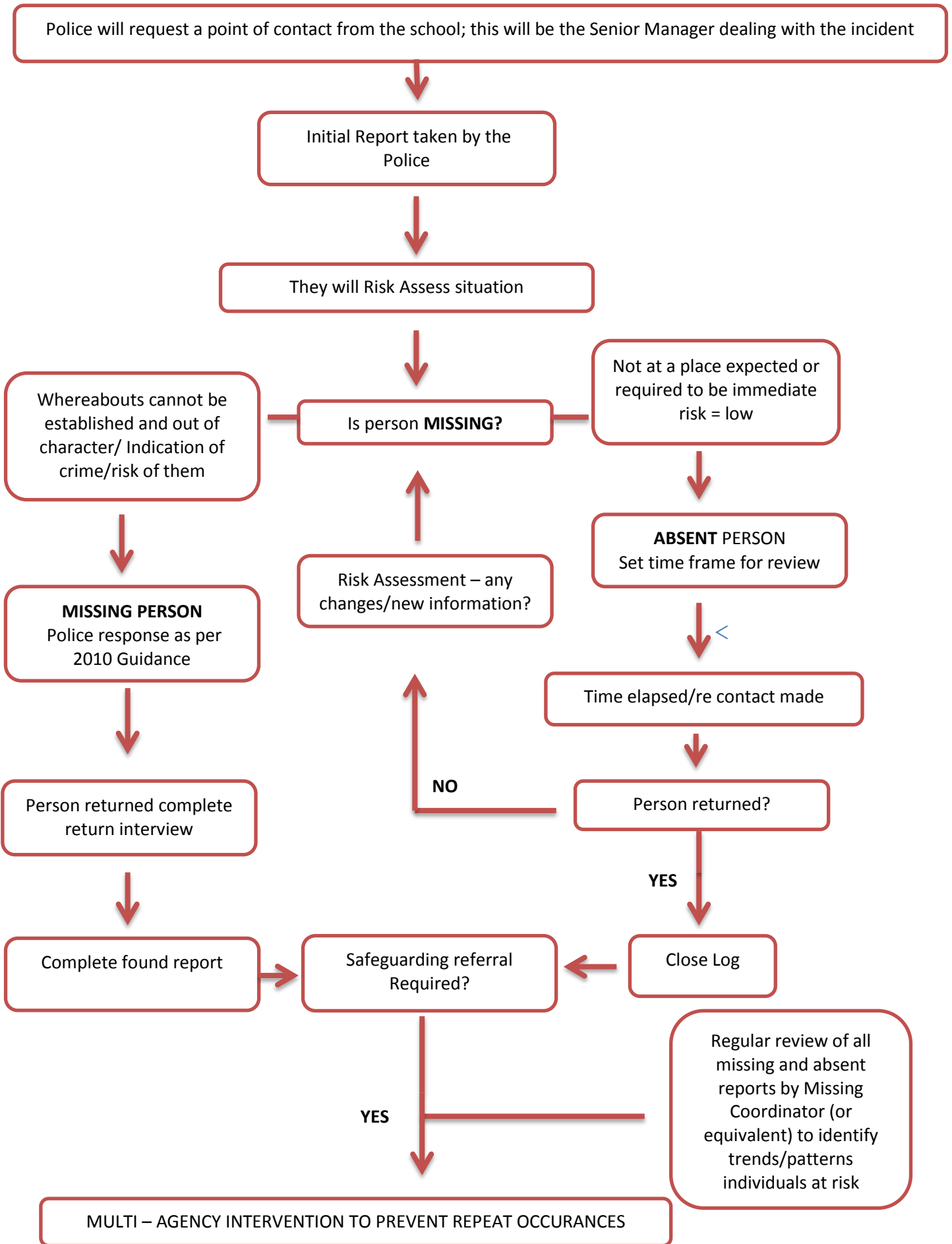
How can the school/residential help to prevent you absenting again?

Follow up/ Actions/ Outcomes

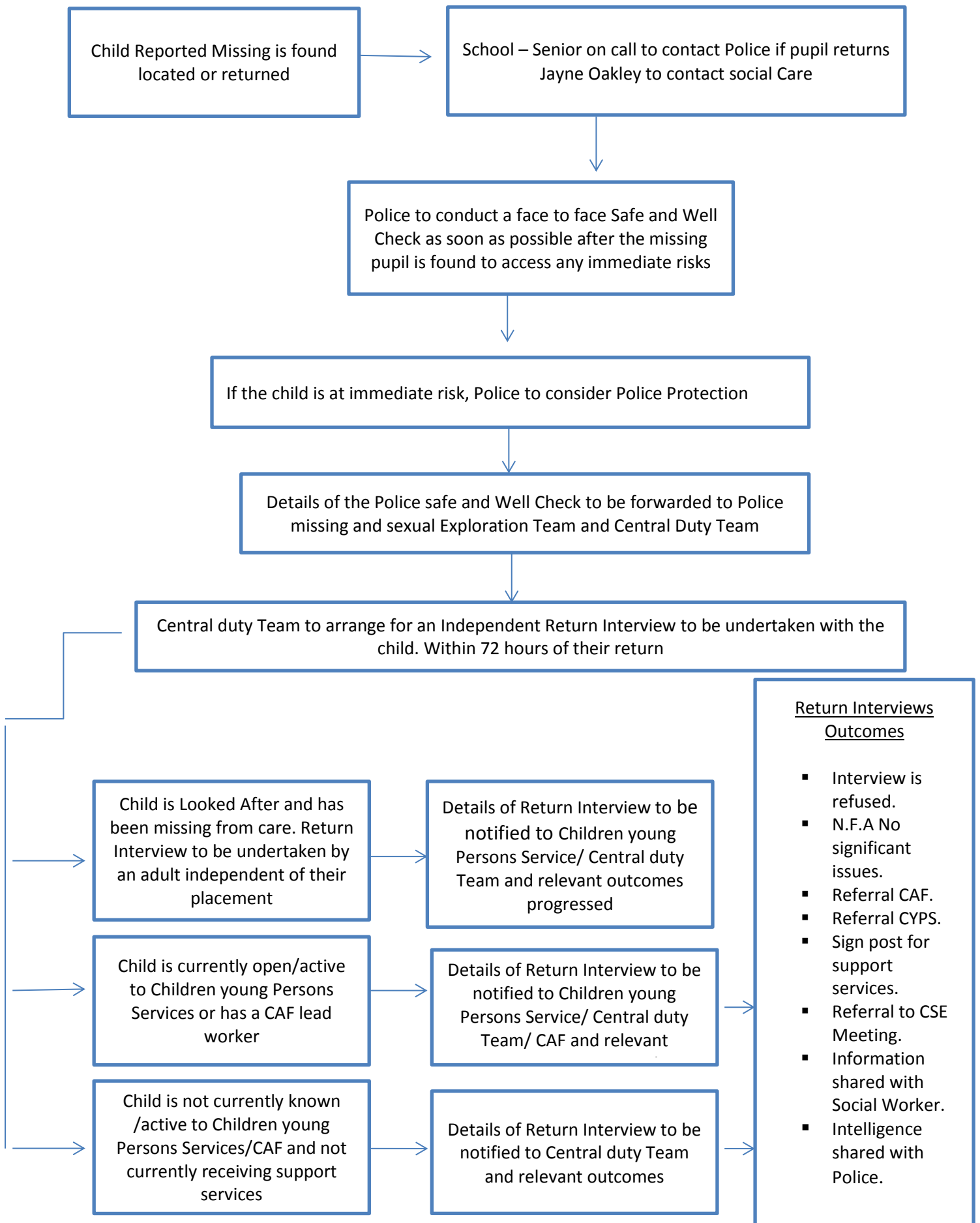
Any further comments/views from the pupil

Sign by Pupil:		Date:	Time:
Sign by Independence Visitor:		Date:	Time:
Copies:	Child Main File : YES/NO	Child Protection Coordinator:	
	If no why?	Sign:	Date:

**RESPONSIBILITIES OF THE POLICE PROCEDURES – FLOW CHART APPENDIX E**



**RETURN MISSING PROCEDURES –SOCIAL CARE FLOWCHART – APPENDIX F**



**This Policy was reviewed September 2016.**

**Policy approved by:**

Signed: ..... Date: .....

Mr Lee Morfitt (Chair of Governors)

Signed:.....Date:.....

Mrs R Davies (Headteacher)

Signed:.....Date:.....

Mr D P Leeman (Head of Care)

**Next Review September 2017 unless guidance changes then this policy will be amended according to statutory guidance from the Department of Education**