

Missing Students Procedure

The Green Room Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

[Missing Persons Policing guidance](#) has been considered during this policy's development.

Owner: RA/WCF/KBT/CAS

Date Created	Date 1st Review Due	Date Reviewed	Version	Next Review Due
March 2014	March 2015	April 2015	2	April 2016
		September 2015	3	September 2016
		October 2016	4	October 2017
		January 2018	5	January 2019
		January 2019	6	January 2020
		November 2019	7	November 2020
		November 2020	8	November 2021
		January 2021	9	January 2022
	GR6	January 2022	10	January 2023
	GRK	January 2022	10	January 2023
	GRW	January 2022	10	January 2023
	Overall Review	January 2022	10	January 2023
		January 2023	11	January 2024
	Overall Review	January 2024	12	January 2025
	Overall Review	January 2025	13	January 2026
	Overall Review	January 2026	14	January 2027

Introduction

The new College of Policing Authorised Policing Practice definition of a missing person is - *Anyone whose whereabouts cannot be established will be considered as missing until located, and their wellbeing or otherwise confirmed. Adults at risk and Children aged under 18 will always be considered potentially at risk of harm and should therefore be considered missing if their whereabouts cannot be established.*

The Green Room Foundation does everything it can to minimise the risk of missing students. This includes a high staff to student ratio, robust signing in and out procedures and trained staff who are able to identify the early signs of a student who is likely to go into 'flight' mode. The safety of students is of paramount importance. This policy outlines the measures taken as a provision in the unlikely event that a student goes missing.

At The Green Room Foundation, we recognise the vital role that parents/carers play in ensuring the safety and well-being of our students. The development of our Missing Students Procedure has been a collaborative effort between our dedicated provision management staff and parents (via feedback in parents meets). We believe that by working together, we create a stronger safety net for our students. The active involvement of parents in shaping and implementing this procedure is fundamental to our commitment to providing a secure and supportive environment for every child entrusted to our care. We encourage open communication, transparency, and shared responsibility to promptly address any concerns related to the safety of our students.

Timely reporting and cooperation with law enforcement are paramount in our provision's Missing Students Procedure. Swift communication ensures a prompt and effective response, enhancing the chances of a safe resolution. We emphasise the critical role of collaboration with law enforcement to safeguard our students, underscoring the importance of immediate action in any situation involving a missing student.

Parental Involvement in Policy Development

At The Green Room Foundation, we believe that collaboration with parents and carers is essential in maintaining a safe environment for our students. To ensure our Missing Students Procedure reflects the needs and concerns of our provision community, we actively seek parental input through:

- **Parent Surveys:** Regular feedback surveys (typically conducted via Google Forms) allow parents/carers to share their thoughts on The Green Room safety procedures and suggest improvements.
- **Individual Consultations:** Where necessary, we engage with parents individually, especially those whose children have previously been at risk of going missing.

This ongoing dialogue ensures that our procedures are **clear, effective, and responsive** to the needs of both students and their families.

Unexplained absence (not arriving to the provision)

- Green Room Foundation students are registered at the beginning of each provision day. If a student does not register this is followed up by Green Room Foundation office staff via phone call to parent/carer. Office staff will attempt multiple calls if the first attempt at contact goes

unanswered. The SLT will also become involved in contacting the student and family where necessary.

- If a student is going to be absent, parents/guardians are asked to phone and/or email The Green Room Foundation from 8.00am to speak to the provision office and give reasons for their child's absence.
- If prior contact has not been made, the registrar marks any unexplained missing student with an 'N' in the register. The office then checks if the student's absence is known to parents/guardians via a phone call. The provision will never rely on third party information. The code N must then be replaced with a different code once a reason has been ascertained, as per DfE guidelines.
- If a student's absence cannot be explained by parents/carer or the telephone call goes unanswered office staff will try the student's mobile phone number if known.
- If appropriate we will speak with peers/friends/taxi drivers who are close to the student and have regular contact with them to discuss the missing student's emotional state and possible whereabouts.
- If it is suspected that the student is potentially at risk of harm office staff would phone extended family members, check the students social media activity and consider making a home visit.
- Once all these measures have been taken and the student is still yet to be located, the police are informed and from this point the missing persons procedures are followed.

Absconding from the provision (Seen)

- If a student visibly leaves the provision premises without authorisation, a member of staff will follow to ensure their safety and try to persuade the student to return. The staff member alerts the office and keeps them updated.
- If a student leaves the provision premises without authorisation the provision office staff will inform the student's parent/carer of that fact as soon as possible via phone call.
- If the student returns to the provision site voluntarily the student's parent/carer is immediately informed and there is no need to follow the missing students procedure

Missing at the Provision (Unseen)

- If a student goes missing whilst at the provision, staff will be alerted and a 'sweep' of the whole provision is initiated. A 'sweep' involves staff members checking every room/building/location on the provision site thoroughly.
- The floor staff will check the immediate locality to see if the student has removed themselves from the provision premises.
- Staff will talk to students and staff to gather relevant information
- We will then inform the parents/carer (and social worker if applicable) and then the missing students procedures are followed.

NB. Useful questions to be asked in the case of a missing student:

- When were they last seen?
- Who were they with?
- Where might they have gone?
- Have they signed out?
- Is there a provision activity that they might be on?
- Have they been ill or injured recently?
- What emotional state did they appear to be in?

- Has anything upset them recently?
- Did they speak to anyone about leaving?
- Who are their main friends at the Green Room?
- Do they have a mobile phone and what is the number?
- Is there any reason to believe they might have been abducted?
- What are they wearing today/were last seen wearing?

Missing Person Procedure

If, after trying all of the above strategies, the student's whereabouts still cannot be established then the police should be called to make a Missing Persons Report. This can be done by calling 101 or 999.

Any reporting to the police will be made by a member of the senior management team - typically this will be the Designated Safeguarding Lead or Head of Provision.

Further information can be found here

<https://missingpersons.police.uk/en-gb/resources/reporting-someone-missing>

The Green Room Foundation will provide the police with as much information as possible, including;

- Name/DOB/Any alias
- A physical description of the student, including what they were wearing that day
- Previous addresses
- Phone numbers/emails/social media details
- Family details (Names/Addresses etc)
- Contact details for any key worker/social worker
- Details of any vulnerability (i.e. learning disabilities/mental health/physical injury or illness/medication)
- Details of any current concern/issue for the child
- Circumstances of disappearance

Police Response

Upon notification, and in accordance with the College of Policing Approved Professional Practice Guidance on Missing Children, the police will record the incident, conduct a risk assessment and allocate the relevant level of officers to the investigation, agree the initial steps to be taken to trace the missing person, set a time to review decisions which have been taken.

The Green Room Foundation will notify the Police immediately should the student return or be located. The police in turn should ensure the provision is notified if they locate the student.

If the Police locate the child and there is a need to take the student into police protection then the police will initiate this and take the student into their care. If however, this immediate risk does not exist there is an expectation that the student's parent or carer will arrange to collect the student.

Maintaining communication between the provision and the police throughout the procedure is of the utmost importance.

In all cases, when a student returns having been reported missing, police will send an officer to complete a 'Prevention Interview'. The police have a responsibility to ensure that the returning person is safe and

well. The purpose of the interview is to identify any ongoing risk factors which may contribute to the person going missing again, to check on the child's physical welfare, identify if they are a victim of any offences and to obtain basic details as to where and with whom they have been.

Return Home Conversations are also offered to children that go missing.

Once a student has been found

GRK/GRW/GRC: When the student is located, they will meet with the Head of Provision as soon as possible. All other members of staff, parents, police and social care (if contacted) are kept informed. Each case is discussed in the context of its own circumstances; sanctions will apply at the discretion of the Head of Provision. It may result in a day's fixed term suspension to make it clear to the student the severity of their actions. The student will have appropriate targeted interventions to reduce the risk of a similar circumstance occurring.

GRPK: When the student is located, they will meet with the GRPK Leader as soon as possible. All other members of staff, parents/carers, partnership provisions, local authorities, police and social care (if contacted) are kept informed. Each case is discussed in the context of its own circumstances; alterations to further provision may apply at the discretion of the GRPK Leader. It may result in an alteration to the commissioned provision to make it clear to the student the severity of their actions. The student will have appropriate targeted interventions to reduce the risk of a similar circumstance occurring.

Post-Incident Reflection and Continuous Improvement

At The Green Room Foundation, we are committed to continuously improving our safeguarding procedures. After any missing student incident, we conduct a post-incident review to assess our response and identify areas for improvement. This process includes:

- Risk Assessment Updates: Reviewing and updating individual risk assessments for the student involved, as well as provision-wide policies if necessary.
- Staff Debriefing: Providing an opportunity for staff to reflect on the incident, discuss challenges faced, and suggest improvements.
- Additional Staff Training: Identifying any training needs and delivering targeted sessions to reinforce best practices in student supervision and crisis response.
- Parent and Student Feedback: Where appropriate, gathering feedback from the student and their parents/carers to understand their perspective and enhance future support.
- Policy and Procedure Review: Refining the Missing Students Procedure annually to ensure it remains effective and aligned with best safeguarding practices.

By taking these steps, we ensure that lessons are learned from every incident, strengthening our ability to safeguard students effectively.

Student missing on off-site activities

The possibility of a student going missing during an off-site activity is planned for in the trips Risk Assessment and staff ratio on trips allows for deployment of staff in this case. If at an alternative facility, staff would make the management aware of a student going missing in order to utilise their systems for

locating the student (loudspeaker system, CCTV, radio system etc.) If the student's whereabouts cannot be established, then the Missing Person Procedure is followed.

Repeated absence from the provision

If a student is repeatedly absent or absent for a period of 10 provision days or more, or there are serious concerns about why a student may be absent, an investigation is made into the reasons why, by the Designated Safeguarding Lead and Deputy Safeguarding Officer. The local authority is informed, any necessary actions taken and any other relevant agencies are involved. This is a collaborative approach.

Signing in and out

All staff and students must be signed out if leaving the provision premises and signed back in again upon their return. If they are not returning this should be agreed before leaving the site. All student appointments are in the provision calendar and staff are reminded of these each morning in staff briefing.

Green Room Curriculum

Students are taught about personal safety through our curriculum and topics surrounding this are also explored during circle times and through 1:1 mentoring/coaching.

Remote Learning

If a student is doing remote learning online and does not attend online it will be treated the same as if the student has not arrived at the provision.

Record Keeping

The Green Room Provisions keep a full written record of any incident of a student that has been through the Missing Person Procedure. Incidents are logged in Arbor as a behaviour incident, on CPOMS as a Safeguarding Concern and/or on our [Emergency Incident Report Form](#) if there has been police involvement.

Any sanctions will be recorded in Arbor and if necessary the Records of Sanctions for Serious Misbehaviour.

The Green Room Project, Kingsley keeps a full written record of any incident of a student that has been through the Missing Person Procedure. Incidents are logged on [GRPK Safeguarding Proforma](#) and/or on our [Emergency Incident Report Form](#) if there has been police involvement and shared with the partnership provision and/or local authority.

This policy is reviewed and updated periodically and approved by the CEO of The Green Room Foundation

Date

CEO
