

MIAG



Missing Persons Policy

Ratified by Chair of Govs:

Signed by 

Date 

Date:

Review Date:

Purpose:

MIAG (Meeting Individual Aspirations & Goals) is committed to safeguarding the welfare of all learners in our care. This policy sets out the procedures to follow if a learner goes missing during the provision day, while attending off-site provision, or during educational visits.

The aims of this policy are to:

- ✚ Ensure a swift and coordinated response if a learner is missing
 - ✚ Minimise risk and harm to learners
 - ✚ Clarify staff roles and responsibilities in such situations
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Scope:

This policy applies to:

- ✚ All staff, volunteers, and contractors working at MIAG
 - ✚ All learners attending MIAG, including those attending off-site provision, alternative placements, or educational trips
 - ✚ Ensures that the **Keeping Children Safe in Education (KCSIE)** is followed that commissioners are informed of all 'off site' activities and that these are planned for
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Responsibilities:

- ✚ **Designated Safeguarding Lead (DSL):** Has overall responsibility for managing safeguarding incidents, including missing persons
 - ✚ **All staff:** Have a duty of care to ensure learner safety and to follow this policy if a learner is missing
 - ✚ **Parents/carers:** Must ensure that up-to-date contact information is provided
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Definitions:

A learner may be considered **missing** if:

- ✚ Their whereabouts cannot be established, and
- ✚ They are not at a place they are expected to be (on-site, in class, at an agreed placement, or during an educational activity).

Procedures:

On-site during the school day:

- ✚ Staff member identifies that a learner is missing
- ✚ Conduct an immediate search of the building, classrooms, toilets, and outdoor areas
- ✚ Notify the DSL (or Deputy DSL in their absence)
- ✚ DSL (or senior staff) coordinates wider search, checking CCTV if available
- ✚ If the learner is not located within **15 minutes**, the DSL will:
 - Contact parents/carers
 - If necessary, contact the police (101 for non-emergency, 999 if immediate risk)
- ✚ Record the incident in the safeguarding log

Off-site provision or trips:

- ✚ Group leader conducts a headcount/roll call
- ✚ Immediate search of the surrounding area by staff ensuring that any other learners are kept safe and calm
- ✚ Inform trip leader and DSL immediately
- ✚ Contact venue staff/security for assistance
- ✚ If not found within **10 minutes**, DSL (or trip leader if off-site) contacts police and parents/carers
- ✚ Record incident and complete risk assessment review afterwards

After the Incident:

- ✚ DSL completes a full written report
- ✚ Incident is reviewed with staff, parents/carers, and, where appropriate, the learner
- ✚ Risk assessment and supervision procedures are updated
- ✚ If required, referral made to children's social care

Training:

All staff will receive training on:

- ✚ Safeguarding responsibilities
- ✚ This Missing Persons Policy and emergency procedures
- ✚ Specific vulnerabilities of MIAG learners (SEMH/SEND considerations)

Monitoring & Review:

- ✚ Policy will be reviewed **annually** by the DSL and Senior Leadership Team
- ✚ All incidents will be monitored to identify patterns and improve procedures