



MISSING CHILD POLICY

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Policy agreed by	S Trevethan / R Childs
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Policy Statement

The safety and security of students within our care is paramount at Hackberry. Every care is taken to ensure that students are accounted for at all times whilst in our care.

Procedures

A register is taken on arrival at Hackberry, by the Hackberry staff. Staff are aware of the location of the children in their care at all times.

Excursions

When on excursions off the school premises, staff implement strategies to maximise the safety and security of the children in accordance with the school's visits policy. Full risk assessments are carried out.

A list of all the student names is carried by the trip leader, also the school mobile with all contact telephone numbers and the students are split into small groups according to the proper staff/pupil ratio for the age of the children and the purpose of the trip or activity.

The group is managed by all members of staff. The number of children is checked regularly by frequent roll calls, all members carry a whistle for emergency use. However, in the unlikely event that after a roll call or at another time it is noticed that a child has gone missing, whether in the unit or out: The following procedure will be followed.

- Staff will maintain safety and well-being of other children
- A roll call will be taken
- Staff will search the immediate vicinity or school grounds. Going to places at which the child was last seen, tracing the routes that they may have taken.
- If the child is not found after approximately 5 minutes, staff will endeavour to contact the parents of the missing child by telephone and the child's school.
- If Hackberry are unable to contact the parents/carers, staff will contact the police and keep trying to contact the parents/carer.
- Once the police arrive all relevant information about the child will be given. The police will then take over the search.
- If off-site, the Group Leader will remain with the police to comfort the child when found and maintain regular contact with the school.
- The remaining staff will return to the school with the rest of the children if off-site. When the situation has been resolved, Hackberry will review the reasons for this event happening and revise measures if necessary and record the event and actions.

Moving between the Hackberry unit to School or Vice Versa Hackberry staff will check up to see whether a child leaving the school or unit arrives at the destination school stated. Hackberry will always inform the school when a child arrives at Hackberry.

If the child has not arrived or registered with Hackberry, at the time expected the nominated member of staff will inform the referring school and parents and follow the above procedure.

Student Leaves the school site:

1. Safeguarding Lead informed immediately
2. Hackberry Staff to try and locate student
3. Parents and main school informed
4. If unable to locate the student, the police are to be contacted with students' details including if they are vulnerable or LAC.
5. Parent/Carer's and main school to be kept informed

This policy was written by S Trevethan (Director)

Policy updated 02/09/2026

Signed by S Trevethan/R Childs

Review 09/2027