



**Appendix 4 of Safeguarding Policy**

## **Missing Student Policy**

My Guardians is committed to safeguarding and promoting the health and welfare of its guardianship students. The missing Student Policy is part of our Safeguarding Policy and guidance for this policy is based on recommendations taken from DfE: Keeping Children Safe in Education 2018, Working together to Safeguard Children 2018 and DfE: Children Missing in Education, September 2016. This Policy is available to all our guardianship students, parents, partner schools and guardianship personnel.

Schools, host families, taxi companies or other members of its personnel could contact my Guardians, if our guardianship student is missing. Immediate actions will be taken when My Guardians is notified that a child is lost or has gone missing.

### ***Missing students are at greater risk of:***

- Physical and emotional harm,
- Neglect,
- Sexual exploitation,
- Becoming involved in crime,
- Demonstrating anti-social behaviour,
- Abusing drugs and alcohol,
- Being illegally employed,
- Forced marriages,
- Honour based violence,
- Radicalisation,
- Modern day slavery/ child trafficking,
- Female genital mutilation.

Taking all above into consideration, My Guardians will take immediate actions to ensure the student is found.

### ***Guardianship students could go missing during the following situations:***

#### ***Airport:***

- On the way to and from the airport,
- After not finding their driver at the airport,
- Deliberately absconding from the airport or being abducted.

#### ***Homestay:***

- Not arriving to the host family for their stay,
- Going missing during their stay with the host family,
- Not returning to the host family at their curfew time,
- Getting lost on purpose on an activity with the host family,
- Deliberately running away or being abducted.

### ***School:***

- Not returning to school after an exeat weekend or school holiday,
- Not returning to school at their curfew time,
- Going missing on a school trip, activity or sporting event,
- Deliberately absconding from school,
- Not meeting their transfer to/from school or being abducted.

### ***Missing from School:***

If a student is missing from school during term-time then the school will be responsible for taking the lead in investigations and will be responsible for liaising with My Guardians and parents.

### ***Missing at the airport or from the host family:***

If a student goes missing at the airport or during any time they are staying with My Guardians host family then My Guardians will be responsible and the following procedures will be followed:

Contact Irina Bowman – Designated Safeguarding Lead on 07919425660. If a student is missing or there is a concern that a student's safety or wellbeing is at risk, it is essential that action be taken immediately. If a student is not home within 30 minutes of their curfew time then please contact DSL Mrs Irina Bowman 07919425660.

My Guardians has an Emergency response policy to deal with Emergency situations. Where there is a concern about a child's immediate welfare and safety then this will be referred to the police and the local authorities.

Following advice from the Designated Safeguarding Lead, host family may be instructed to contact the police and to file a missing child report. It is important that hosts have the following information ready.

- A brief physical description of the child.
- The child's full name and nationality.
- Whether the child currently taking any medication.
- Notes about what the child was wearing.
- Details about where the child was last seen and who they were with

It will be useful if you give police any other information related to the incident, for example, if a student was upset, had argument over the phone with friend or parent that morning.

### ***My Guardians will:***

- Inform the student parents immediately and ask them to try to make contact with their son or daughter. Host family must not contact the student parents.
- Inform the school and investigate where or who the student may be with.
- Stay in contact with the host family and the student's parents to keep them up-dated.
- Stay in contact with the police and local authority until the student is found.

### ***If the student is found, or the incident is resolved:***

- The host family must directly inform the Designated Safeguarding Lead.
- The Police will be informed if they have been involved.
- The DSL will initiate a full inquiry, and provide a written report.
- This report and the incident log will be kept securely in My Guardians Office.

### ***After the incident:***

- The host family or guardian will discuss the incident with the student.

- The DSL will discuss the incident with the parents.
- A conclusion is drawn as to how the incident happened and, if appropriate, procedures may be updated.

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