



A unique, positive education for  
young people on the autism spectrum

**CME appendix to Safeguarding Policy**

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Review Cycle: Annual

This procedure is in accordance with:

- Children missing education Statutory guidance for local authorities September 2016  
<https://www.gov.uk/government/publications/children-missing-education>

It should be read alongside:

- Keeping Children safe in education 2019: for schools and colleges
- LVS Oxford Safeguarding and Child Protection Policy and procedure
- LVS Oxford Health and Safety Policy
- LVS Oxford attendance and punctuality policy
- Local authority guidance on missing children: Oxfordshire, Buckinghamshire, Northamptonshire, West Berkshire and Berkshire.  
<http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/socialinclusion/GuidanceforSchoolsonReducedTimetables.pdf>  
[http://oxfordshirescb.proceduresonline.com/p\\_ch\\_missing\\_educ.html](http://oxfordshirescb.proceduresonline.com/p_ch_missing_educ.html)  
<https://www.bucksc.gov.uk/services/education/education-support/children-missing-education/>  
<https://www3.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/information-for-school-staff/pupil-support-and-inclusion/attendance-and-behaviour/Pages/children.aspx>  
[http://berks.proceduresonline.com/west\\_berk/p\\_ch\\_missing\\_educ.html](http://berks.proceduresonline.com/west_berk/p_ch_missing_educ.html)

### **Managing information on the admission register**

The admission register should be accurate and up to date. LVS Oxford encourage parents to inform them of any changes to their information, to help the school and LA when making enquiries about missing pupils. In particular, where a parent notifies the school that a pupil will live at another address, LVS Oxford record the following in PASS:

- The full name of the parent with whom the pupil will live
- The new address
- The date from when it is expected the pupil will live at this address

LVS Oxford holds more than one emergency contact number for each pupil.

This is good practice, and gives LVS Oxford additional options to contact responsible adults when a pupil missing education is also identified as a welfare or safeguarding concern.

### **When pupils start at LVS Oxford**

LVS Oxford enter pupils on the admission register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school or where a pupil is added to the register at a non-standard transition point as agreed with the LA. If a pupil fails to attend on the agreed or notified date, LVS Oxford undertake reasonable enquiries to establish the pupil's whereabouts and consider notifying the LA at the earliest opportunity.

### **When pupils leave for another school**

Where a parent notifies LVS Oxford that a pupil is registered at another school or will be attending another school in future, LVS Oxford records the following information:

- The name of the new school
- The date when the pupil first attended or is due to start attending that school

### **Removing pupils from the admission register**

Regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 sets out the grounds on which a pupil can be deleted from the school's admissions register.

LVS Oxford also provide the LA with the following information:

- An agreement with LA that pupil's name will be removed from school roll

### **Monitoring attendance**

LVS Oxford:

- Monitor attendance closely and address poor or irregular attendance
- Refer poor attendance to the LA
- Investigate any unexplained absences as part of their wider safeguarding duties

As agreed with the LA or commissioning officer to end the placement, the LA will be informed that the pupil has been removed from the register.

### **RISK ASSESSMENT – PLANNING BEFORE THE EVENT**

As far as possible there should be an assessment in advance of any pupil who is judged to be likely to go missing. In these circumstances there will be a planning meeting. This discussion should be recorded in writing using the appropriate risk assessment form.

In assessing the significance of a pupil's absence either before the event or once it has happened the following should be borne in mind:

- The age and level of understanding of the pupil
- The legal status of the pupil
- Previous behaviour patterns
- The emotional needs of the pupil e.g. whether there has been any variation in their mood or whether they have expressed any intention to harm themselves or others

- Behaviour of the pupil as influenced by peer groups or others
- Whether the pupil is perceived as running to someone/ something or running from a situation/someone
- The risk of offending
- The risk of the pupil being targeted for sexual exploitation
- The legal implications of the pupil breaking any court order by absconding
- The pupil's view

If appropriate the pupil should have this policy explained to them so that they understand what actions will be taken if they absent themselves without permission.

### **Site Specific Information**

At LVS Oxford the site borders agricultural land, has water within its boundaries and a public right of way running adjacent to the main school site. The school is adjacent to the A34 a very busy road leading to and from Oxford. The site is therefore not suitable for pupils who have a known history of absconding or suicidal ideation relating to running into traffic or drowning. This is made clear in our Admission Policy.

Once a pupil has gone missing/frequently absent or if a high risk is identified for them it may be relevant for key staff to complete a CAF form and to facilitate a Team around the Pupil meeting. This decision will be taken in liaison with the Head of School and the Designated Safeguarding Leads (DSLs).

## **PROCEDURES**

### **Procedures to Prevent Missing Students**

- The register is taken during each lesson during the day and absences are registered on PASS.
- Unauthorised absences are reported to the School Office during the academic day
- Parents needing to take a student out of school during scheduled hours must seek and obtain permission in writing from the Head of School.

### **Procedures to be followed if a Student is missing: Within the School**

In the event of a learner being lost within the School, the following procedure will be implemented:

- If during school hours (Monday to Friday 9.00 a.m. to 3.30 p.m.) immediately notify the Head of School or appropriate member of Leadership Team.
- Ekahau is deployed to alert staff that a pupil is missing
- The Lead for Behaviour will co ordinate a team to search
- CCTV cameras are reviewed
- The pupil can be called on their mobile phone
- If the Lead for Behaviour contacts the Police they will provide the following information:
  - Pupil's name
  - D.O.B
  - Where, when & who missing with
  - What the pupil was wearing
  - Description of young person
  - Recent photo
  - Medical history

➤ Legal status

- If after thirty minutes no trace has been found, the Head of School or appropriate member of the leadership team will notify:
  - The Director of SEN/Director of Education
  - The parents/next of kin of the missing student
  - Social Services
  - Local Authority of the pupil
- When the young person is found the Behaviour lead will ensure all relevant parties are informed and ensure the learner is 'de-briefed' by a key member of staff whom they trust and work well with.
- Upon conclusion of the incident, representatives of the external services (if involved) and the Leadership Team will meet and "de-brief". The lessons learnt from this incident will be noted and any changes required to the operating procedure and the learner's individual risk assessment will be made.

**Off School Premises –**

In the event of a learner being lost away from the School the following procedure will be used:

- If during school hours (Monday to Friday 09:00 a.m. to 3.30 p.m.) immediately notify the, Head of School or Behaviour Lead.
- If after ten minutes no trace has been found, the Head of School will notify the Police with the same information as above.
- If, after twenty minutes, no trace has been found, the Head of School will notify:
  - The Director of SEN/Director of Education
  - The parents/next of kin of the missing student
  - Social Services
  - Learner's Local Authority
- When the young person is found the Behaviour lead will ensure all relevant parties are informed and ensure the learner is 'de-briefed' by a key member of staff whom they trust and work well with.
- Upon conclusion of the incident, representatives of the external services (if involved) and the Leadership Team will meet and "de-brief". The lessons learnt from this incident will be noted and any changes required to the operating procedure will be made.

**Procedures to be followed if a student is not collected on time**

If a student is not collected within 30 minutes of the agreed collection time, the reception will telephone the parents or legal guardians. If there is no answer, the Lead for Behaviour will phone the emergency numbers for that student. If the student is picked up via Taxi, then the Local Authority and Taxi Firm will be contacted

During this time, the student will be cared for in school.

If there is no response from the parents' or guardians' contact numbers or the emergency numbers within a 1 hour period, or when the premises are closing, a member of the Leadership Team will inform the relevant Local Authority who will make emergency arrangements for the student. The School will make a written report of the incident and submit it to Oxfordshire MASH.

During this time, the School will ensure that the student is safely cared for.