

# Kingsbrook School

## Child Missing Procedure

---

### **Kingsbrook School**

Southburgh  
Thetford  
Norfolk IP25 7TJ

**31<sup>st</sup> August 2025**  
**Review 30<sup>th</sup> August 2026**

## **Kingsbrook Child Missing Procedure**

It is important that the students in our care are safe and staff supervise them at all times.

The staff should actively plan strategies and adopt measures, which reduce the likelihood of the young people running away. The atmosphere in the premises, the young people being involved in planning, being aware of daily routines and the admission procedures all are factors which need to be given particular importance to achieve this aim.

### **Young People who are at the point of leaving the premises**

The staff should always enter into discussions with the students with the aim to:

- Dissuade them from wanting to leave the premises
- Persuading them to stay

If this fails staff should make decisions on whether they can intervene by using external control.

- Physical intervention

### **Young People who have gone missing from the premises**

If despite these efforts the students does abscond then the following procedure should be followed.

It is important to remember that students go missing for a whole variety of reasons, and being absent without leave can be indicative of unhappiness, distress and even abuse. Therefore, each missing is an individual case and has to be handled in a way which is most beneficial to the child. It is essential that the students absent without leave is given the opportunity to speak to someone other than their primary carers e.g. an independent listener or social worker.

- Upon suspecting a student has gone missing a staff member will report immediately to the Head of School or Education Co-ordinator (whoever is on site).
- A full site search will be undertaken. This should be extensive and include 'hiding holes' and the immediate vicinity off site. It is very important this is done calmly and without fuss. Other Young People may not be used in the on-site search.
- If the student is not on school grounds the police must be called. Staff will be dispatched in a vehicle to check roads locally.
- A student 'Child Missing' sheet will be available for the purpose of the telephone call to the police to determine the risk factors and appearance / contact details so it is quick for the police to determine needs.
- On arrival, Police must immediately be given the student's Child Missing sheet together with full details of search carried out so far. (It is very likely that the Police will want to complete a further site search themselves).
- If Student is located off-site by staff in a vehicle, and it is unsafe to put the Student in the vehicle (YP physical intervention behaviour), then staff should continue to follow and keep the Student in sight. Option at this point are:
  1. Continue to follow
  2. Continue to follow and try to persuade to return to vehicle
  3. Call Police for support /help in supporting the student to return.

#### Absent Child/Students Detained by Police

- (a) If absent child/students is found/detained by the Police, then a confidential preliminary discussion will take place between the most appropriate officer at the appropriate place and the students, the purpose of which will be to ascertain why they went missing.
- (b) If the child/students indicates that they are being abused, then the duty inspector will inform the duty social worker and child protection procedures will commence.
- (c) If there appears no cause for concern, the students will be returned to their school/place of residence.

The field social worker of the authority (or duty Social Worker) and the family or appropriate adult should be informed as soon as is practically possible.

Wherever possible a child should be collected by Kingsbrook staff.

When a child returns of his own volition or is found and persuaded to do so by staff, the Police, field social worker (or duty social worker) and the family or appropriate adult must be informed.

The return of the child must be handled with sensitivity. Food and drink should be offered before the incident is investigated further.

Staff may feel it to be more appropriate if the child returns late at night for the investigation to be done the following morning.

There is no fixed sanction. Any return will depend on the individual and the circumstance.

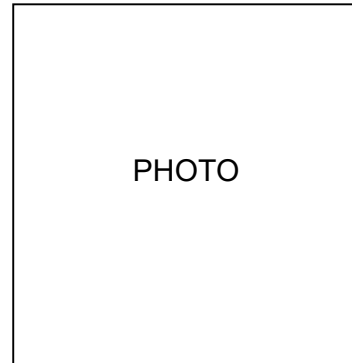
A record of the incident will be entered onto Engage MIS.

**Kingsbrook School**  
**STUDENTS MISSING INFORMATION**

**NAME**

\_\_\_\_\_  
\_\_\_\_\_

**D.O.B.** \_\_\_\_ / \_\_\_\_ / \_\_\_\_



**RISK FACTORS :** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DESCRIPTION :**      **HAIR** \_\_\_\_\_  
**EYES** \_\_\_\_\_  
**HEIGHT** \_\_\_\_\_  
**WEIGHT** \_\_\_\_\_  
**COMPLEXION** \_\_\_\_\_  
**MARKS/SCARS** \_\_\_\_\_

**CONTACTS :**            **PARENT / CARER** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**SOCIAL WORKER** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**OTHERS (specify friend/relative etc)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CLOTHING :**

(Complete at time of call  
to Police)

---

---

---

**PHONE :**

(No. / type etc) \_\_\_\_\_

**MONEY :**

(How much ?) \_\_\_\_\_

**CARE FACTORS :**

---

---

---

**MEDICATION :**

---

---

---

**MEDICATION TAKEN :**

---

---

---

Completed on \_\_\_\_\_

Must be reviewed termly or amended immediately if significant changes.

Review due \_\_\_\_\_