



ERRTG Missing Student Policy

Eastern Region Roof Training Group Ltd

Autumn 2022

Prepared by:	<i>Clive Coote</i>
Approved by:	<i>Clive Coote</i> <i>Managing Director</i>
Status & review cycle	Statutory Annual
Date approved:	<i>07-09-2020</i>
Review date:	<i>13/09/2022</i>
Next review date:	<i>13/09/2023</i>

Introduction:

This policy sets out to detail the steps that all staff at ERRTG will take in the event that we are unable to find a student who is in our care.

Steps ERRTG Takes to Lessen Risk

Students are allowed off-site at break times to purchase refreshments. Students are notified to return to the centre before next lesson begins.

The students are allowed to take a break from the classroom if they feel overwhelmed but are required to stay onsite. We have a train track close by and we have fencing to protect students.

We speak to our students during induction about leaving the site and the risks involved with that. We expect our students to.

Procedure on Discovering a Missing Student

On discovering that a student has gone missing, the teacher with class responsibility at ERRTG will:

- Immediately make a search of the surrounding area.
- Request help from other staff members who may have seen the individual.
- The class teacher will resume the normal class with the other students as this has the least impact on learning
- Other staff members will scan the building and report back if they find the missing student.

If the search is unsuccessful, ERRTG will:

- Ring the police, providing a description and keep searching the area.
- Advise the relevant parents and/or carers know of the situation as soon as is reasonably practical to do so.

After the event, ERRTG will record details in the incident log and ask parents to sign it.