



# ERT Missing Children Policy

Eastern Region Training Group Ltd

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## **Introduction:**

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

## **Steps ERTG Takes to Lessen Risk**

Students are not allowed off-site for the duration of the time that they are with us. If we are partnering with a school, we can request a teaching assistant who will accompany the students and look out for their welfare.

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 Child**

On discovering that a child has gone missing, the teacher with class responsibility at ERTG 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, ERTG 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, ERTG will record details in the incident log and ask parents to sign it.