



This policy can be found on page 10 of the College's Safeguarding policy (7a).

All children, regardless of their circumstances, are entitled to a full-time education. A child going missing from education may be an indicator of abuse or neglect. In addition, children who go missing or run away from home or care may be in serious danger and are vulnerable to crime, sexual exploitation or other types of harm, as well as missing education. It is essential that all staff are alert to the signs to look out for and the individual triggers to be aware of when considering the risks of safeguarding concerns such as domestic violence, FGM, forced marriage and travelling to conflict zones.

The local authority must be informed of any child who is going to be deleted from the admission register where they:

- have been taken out of school/college by their parents/guardians and are being educated outside the school system eg home education
- have ceased to attend school/college and no longer live within reasonable distance of the school/college at which they are registered
- have been certified by the school/college medical officer as unlikely to be in a fit state of health to attend school/college before ceasing to be of compulsory school age, and neither them nor their parents/guardians have indicated the intention to continue to attend the school/college after ceasing to be of compulsory school age
- are in custody for a period of more than four months due to a final court order and the Proprietor does not reasonably believe they will be returning to the school/college at the end of that period
- have been permanently excluded. Notification should be made as soon as the grounds for deletion are met, but no later than deleting the student's name from the register

It is essential that schools comply with this duty, so that local authorities can, as part of their duty to identify children of compulsory school age who are missing education, follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse or neglect. There may also be an effect on mental health; the **mental health policy** gives further information.

All schools/colleges must inform the local authority of any pupil who fails to attend regularly, or has been absent without the school/college's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the school and the local authority (or in default of such agreement, at intervals determined by the Secretary of State).

If a member of staff becomes aware that a child may have run away or gone missing, the DSL or ADSL should try to establish with the parents/carers what has happened. If this is not possible, or

the child is missing, the DSL would meet with the form teacher or personal tutor and assess the child's vulnerability.

Where the risk of harm is suspected, the DSL would consider a discussion with parents, if appropriate, reporting the child missing to the police and contacting Children's Social Care.

The College maintains a child missing education 'on-off' roll, which is submitted to Medway local authority within five days of the student joining or leaving. This includes the names of students who have joined or left the College at non-standard points in the academic year, for example if a child moves to or from the area and so changes schools. When a student leaves the College details of which school they have moved on to are recorded and checked with that particular school. If the new school confirms that the student is **not** on their roll the student is reported as a child missing education.

The College makes every effort to ensure that it holds two emergency contact numbers for every student.

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