Green Room Place (GRP) Missing Young Person Policy

Updated & Approved by Company Directors and Qualified Pastoral Staff on <u>January 27th, 2025.</u>

1. Purpose and Scope

Green Room Place, Ltd. (GRP) is committed to ensuring the safety and welfare of all students attending its residential courses. This Missing Young Person's Policy outlines the procedures to follow in the event that a student aged **10-20 (GRP student age acceptance)** is reported missing or cannot be accounted for during any residential course or event. The policy ensures a swift, coordinated, and effective response to safeguard the well-being of the student and prevent any harm or risk.

2. Definition of a Missing Student

A student is considered **missing** if their whereabouts are unknown, and there is genuine concern for their safety and well-being. This includes, but is not limited to:

- A student who has failed to return to their room by curfew time or has not been accounted for at scheduled check-ins.
- A student who is uncontactable or unreachable by staff during organised activities, in their room, or other designated areas.
- A student who is suspected to have left the premises without authorisation or supervision.

Students who are not within the expected time frame for returning to scheduled activities (such as meals, lessons, or social activities) but have been located after a short delay will not be treated as "missing," unless further concern arises.

3. Procedures for Reporting a Missing Student

For Students Aged 10-17 (Under 18s)

- **Immediate Response:**
  1. **Confirm the Student's Absence:** Staff will conduct immediate checks to confirm the student's absence in all relevant areas (rooms, classrooms, communal spaces).
  2. **Alert Key Staff Members:** The **Designated Safeguarding Lead (DSL)** or **Nominated Child Protection Officer (NCPO)** must be notified immediately. If

unavailable, a senior staff member or the **Company Director** should be informed.
   3. **Contact Attempts:** Staff will attempt to contact the student via phone or other available means, including social media where appropriate.
   4. **Review Student's Schedule:** Staff will review the student's activity schedule to determine if they have been involved in an off-site activity or event. If the student is expected to be elsewhere, staff will confirm their whereabouts with transport staff or group leaders.

- **Escalation:**
   1. **Contact Authorities:** If the student is still missing after **30 minutes**, the **local police** will be notified, and a formal report will be made.
   2. **Inform Parents/Guardians:** The parents or guardians of the missing student must be contacted immediately to inform them of the situation. Staff should keep parents/guardians updated on any developments.
   3. **Document the Situation:** A detailed report must be created, including the time of disappearance, last known whereabouts, actions taken, and any communication attempts. This will be shared with the police and other relevant authorities.

For Students Aged 18-20 (18+ Students)

- **Immediate Response:**
   1. **Confirm the Student's Absence:** Staff will verify the student's absence by checking their designated spaces (rooms, activity areas, etc.).
   2. **Alert Key Staff Members:** The **Designated Safeguarding Lead (DSL)** or **Nominated Child Protection Officer (NCPO)** will be notified immediately. If unavailable, a senior staff member or the **Company Director** will be contacted.
   3. **Contact Attempts:** Staff will attempt to reach the student using the contact information on file (phone, email, social media, etc.).
   4. **Review Student's Schedule:** The student's schedule will be reviewed to determine if they are off-site or away from the group. If so, staff will confirm the location with the activity leaders or transport personnel.

- **Escalation:**
   1. **Contact Authorities:** If the student is still unaccounted for after **30 minutes**, the **local police** will be contacted, and a formal report will be made.
   2. **Inform Emergency Contact:** If the student is uncontactable or absent for an extended period, their emergency contact (e.g., parent/guardian) should be informed. However, as the student is over 18, staff must respect their privacy and will only contact family if absolutely necessary.
   3. **Document the Situation:** A comprehensive report detailing the situation will be logged and shared with the police and any relevant authorities.

4. Differences in Approach Based on Age Group

For Students Under 18:

- **Parental Involvement:** For students under 18, parents/guardians will be contacted immediately once a student is confirmed missing. In line with **UK Safeguarding guidelines**, parents or guardians must be kept updated on any developments, including actions taken and communication attempts.
- **Safeguarding Protocols:** Additional safeguarding considerations must be taken into account for students under 18. If the student is at risk or there are concerns about their welfare, the **Nominated Child Protection Officer (NCPO)** will liaise with local authorities to ensure the student's safety.

For Students Aged 18-20:

- **Privacy Considerations:** As students aged 18 and over are legally adults, they are entitled to greater privacy, and any contact with parents or guardians must be handled sensitively. Staff must respect the student's autonomy and consent before informing their family.
- **Discretion in Informing Parents:** If a student over 18 is missing, staff will initially attempt to contact the student directly. If there is concern about the student's well-being, staff may inform the student's family, but only with the student's consent, unless the situation involves an immediate risk to the student's safety.

5. Reporting and Follow-Up

- **Post-Incident Review:** Once the student has been found, the case will be reviewed, and a debriefing will take place with all relevant staff members, parents, and the student (if appropriate). The review will assess whether any changes to procedures or safety measures are required.
- **Incident Reporting:** A full report documenting the circumstances, actions taken, and outcome will be created. This report will be stored securely and shared with the safeguarding team and any relevant authorities.
- **Support for the Student and Family:** Appropriate support will be provided for the student and their family, including counselling, pastoral care, and debriefing, depending on the circumstances of the incident.

6. Training and Awareness

- All staff, volunteers, and contractors will receive training on the procedures for managing a missing student situation, including how to respond to students under 18 versus 18+ students.
- This will include communication strategies, the importance of safeguarding, and the legal differences in responding to missing persons aged under 18 versus those over 18.
- Training will also cover the importance of keeping accurate records and liaising with external agencies such as the police.

7. Review of Policy

This policy will be reviewed annually, and any necessary updates will be made to ensure compliance with UK law and safeguarding best practices. The policy will also be updated in response to any feedback from staff, students, or parents/guardians.