

Policy and Procedure on Absence of Individuals and Missing from Site

Cambian Dilston College

Policy Author / Reviewer	Mike Ore / Marie Flatman
Approval Date	November 2025
Next Review Date	November 2026
Version No	1
Policy Level	DAY SCHOOLS AND COLLEGES
Staff Groups Affected	All Staff

Contents

1. Monitoring and Review	1
2. Terminology	2
3. Policy	3
4. Availability	3

1. Monitoring and Review

- 1.1. The Proprietor will undertake a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than three years from the date of approval shown above,

or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

- 1.2. The local content of this document will be subject to continuous monitoring, refinement and audit by the Head of Service.

Signed:



John Ivers
Proprietor and Safeguarding Lead Cambian Group



Marie Flatman
Principal

2. Terminology

- 2.1. Our aim is to use consistent terminology throughout this policy and all supporting documentation as follows:

'Establishment' or 'Location'	this is a generic term which means the Children's Home/school/college. Cambian Dilston College is a College
Individual	means any child or young person under the age of 18 or young adult between the ages of 18 and 25. At Cambian Dilston College we have young people attending and/or residing between the ages of 16 and 25
Service Head / Head of Service	This is the senior person with overall responsibility for the Location. At Cambian Dilston College this is the Principal who is Marie Flatman. The Registered Manager / Head of Care is Rick Johnson.
Key Worker	Members of staff that have special responsibility for Individuals residing at or attending the Establishment.
Parent	means parent, carer, guardian or person with Parental Responsibility
Regulatory Authority	Regulatory Authority is the generic term used in this policy to describe the independent regulatory body responsible for inspecting and regulating services. At Cambian Dilston College this is Ofsted/DfE/CQC.
Social Worker	This means the worker allocated to the child/family. If there is no allocated worker, the Duty Social Worker or Team Manager is responsible.
Placing Authority	Placing Authority means the local authority/agency responsible for placing the child or commissioning the service
Staff	Means full or part-time employees of Cambian, agency workers, bank workers, contract workers and volunteers.

3. Policy

- 3.1. The establishment fosters a close link with parents to ensure that all Individuals develop good habits and a positive attitude to school/college attendance. The Office makes every effort to check the reason for absence where an Individual has not registered and the parents have not contacted the office by 9:00am. Regular checks of the premises are made by the duty staff to ensure that all registered pupils and students are present and safe.
- 3.2. Individuals are not allowed to leave the Location premises unless accompanied by a parent or a person named by the parent. Exceptions apply where the Individuals are considered to be sufficiently mature and parents have deposited permission in writing either for any time or for specific occasions. Any change in the arrangements for collection of an Individual must be notified to the Location Office.
- 3.3. Any proposed absence (e.g. for dental visits, holidays, etc.) should be notified to the office. In the event of an Individual going missing from the class or the play area without the permission of the person in charge, or being lost on an outing it is essential for the person in charge to report this to the Location's office immediately. In the case of an outing the Visit Leader should call the Location to report the situation and receive advice. It is important to make a note of any circumstances surrounding the disappearance in order to help the police as much as possible with their investigations.
- 3.4. If this is unsuccessful, a wider search will be necessary. The Head of Service will ask a member of staff to check the road in both directions. Meanwhile, a more detailed search of the Location's premises and grounds will be undertaken by staff. Where CCTV is installed, this will be checked and referenced to establish if the Individual can be identified as either being on site or as having left the site. If an Individual is still missing, then parents and/or those with legal responsibility should be informed and the police notified.
- 3.5. If an Individual has absconded, when they return to the Location a full investigation should be carried out and appropriate action taken. The form of action will be dependent on the reason for the absconding but whatever the reason, the Individual must be made aware that this behaviour is, in no circumstances, acceptable behaviour. There are limited numbers of situations where an Individual could be lost and these are:
 - where a young person wanders off on an educational visit/off-site activity;
 - where the gates at the front of the college are left open, by a visitor;
 - where a young person is taken from the college by an unapproved adult (see Procedures for Answering the Door and for the Collection of young people).

4. Availability

- 4.1. This policy is made available to parents and staff on request from the Head of Service