



## MISSING CHILD POLICY & PROCEDURES

### 1. Principle:

- a. Adequate and continuous supervision at all times should decrease the likelihood of a missing child/vulnerable adult situation.
- b. Through risk assessments and training of Play Workers all should be fully aware of the hazards that may be likely to occur at particular venues.
- c. However, should a child go missing the following procedure of events must take place:

### 2. **Procedures in the event of a young person known to have left the secure site:**

- a. If a child or young person is known to have left the premises, then the Police must be informed immediately.

### 3. **Procedures in the event a young person is missing or you are unsure where they are within the secure site:**

- a. If you think a child/ young person has gone missing or you are unsure where they are tell the session leader immediately. **Do not seek to remedy the situation independently.**
- b. A senior member of staff present will arrange for all the other children /vulnerable adults to be satisfactorily supervised.
- c. Where appropriate and possible exits should be manned to ensure that the child/vulnerable adult may not leave a building or venue if staff are confident they have not already done so.
- d. The local area will be checked thoroughly; particularly toilets, cupboards and all other areas capable of hiding a child/ vulnerable adult and all security or supervisory staff should be alerted immediately.
- e. One senior member of staff or delegated Play Worker will contact and alert any other adults in the area /on the premises.
- f. If, after 5 minutes the child cannot be located, the Project Manager or a senior staff member must be informed.
- g. **The senior staff member will then inform the following:**
  - 1) the police and, at their suggestion, any other relevant emergency service
  - 2) the parents/carers of the child, who will be asked to come to the site
- h. Following the incident, a detailed report will be given to the management and parents/carers and any learning points noted and shared with all staff at the earliest opportunity (by e-mail and at the next staff meeting).
- i. All staff must act upon the primary principle laid down in the Children's Act 1989:

***"The welfare of the child and of the other children within the setting is paramount".***

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