



MISSING CHILD POLICY & PROCEDURES

1. **Principle:**

- a. Adequate and continuous supervision at all times should decrease the likelihood of a missing young person situation.
- b. Through risk assessments and training of Play Workers all staff should be fully aware of the hazards that may be likely to occur at particular venues.
- c. However, should a young person 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 young person is known to have left the premises, then the Police must be informed immediately.
- b. The parents/carers are contacted immediately to inform them and ask for advice on specific places to search
- c. The Chair of Trustees is called along with the Trustee responsible for safeguarding if this is a different Trustee
- d. All core staff are called and requested to support the hub for the length of time it takes to find the missing young person

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 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 young people to be satisfactorily supervised.
- c. Where appropriate and possible exits should be manned to ensure that the young person may not leave a building or venue if staff is 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 young person 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 young person cannot be located, The AM, OM, chair of trustees and trustee responsible for safeguarding 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 young person, who will be asked to come to the site
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- h. Once the young person has been located the OM and AM will conduct interviews with all members of staff involved and make notes which will provide detail for the incident report
- i. If staff members are found to be at fault through misconduct then disciplinary process will be followed
- j. Following the incident, the detailed incident report will be given to the 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).
- k. 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".