



Missing Child Guidance Policy

This file was edited using the trial version of Nitro Pro 7
Buy now at www.nitropdf.com to remove this message

In the Managers absence the Deputy Manager will take lead.

The policy covers pupils who go missing during the Centre day.

OVERVIEW (Centre may wish to amend accordingly dependent upon circumstances e.g. Centre being on a split site, or own policy).

Children should never be allowed to leave the premises during Centre time. It is possible that on some occasions a child may leave the premises without the knowledge or permission of the Centre Manager. This policy is put in place to ensure that every action possible is taken to ensure the quick and safe return of that child to school.

OBJECTIVES

1. To locate any missing child quickly.
2. To ensure that all children are kept safely on the Centre premises during Centre hours unless they are collected by named adults.
3. To ensure that children who leave Centre during the Centre day only do so with the Centre Manager's permission and that they are accompanied by an authorised adult.
4. To ensure that the building, grounds and play areas are safe and secure during Centre hours.
5. To ensure that teachers and staff keep children under proper supervision at all times.
6. To ensure that if a child 'goes missing' during the Centre day, he/she is located quickly and returned safely to the school.

STRATEGIES

1. If a child cannot be found by their teacher/support worker/ lunchtime supervisor, the Centre Manager must be notified immediately and told when and where the child was last seen. Time is of the essence and prompt actions must be taken by all.
2. The remaining children will be left safe in the care of suitable staff. All other available staff will conduct a thorough search of the child's classroom, play areas, storage areas, toilets, the Centre building and the Centre grounds.
3. If the child is not found within a short period of time, the police must be called by the Centre Manager or staff member.
4. Members of staff, who are not supervising children, will be sent to search the area in the immediate vicinity of the school.
5. If a child goes missing during an outing or Centre visit, the teacher in charge must ensure that the remaining children are safely cared for by the other staff and adults. An urgent but thorough search should be made of the immediate vicinity and if the child is not found quickly the police must be called and the Centre Manager notified. If in an enclosed space the appropriate staff in that environment can be initially informed before calling the police, for instance to give a message over the tannoy.
6. As soon as possible, the parents and Social Worker (where appropriate) will be notified that their child is missing.
7. The Police will be notified by the Centre Manager that a child is missing.
8. If a member of staff finds the child the Centre Manager must be told at once. Parents will be notified.
9. The Centre Manager will investigate how the incident occurred and will take appropriate action to ensure that similar events do not happen

OUTCOMES

The safety of all children will be given our highest priority. A missing child should be an extremely rare happening. This policy is designed to put into place swift and effective actions to locate any missing child and to notify and involve parents and the authorities at every appropriate point.