

Lost or Missing Child Policy

Should a child 'go missing' whilst in our care then we have a set of procedures we will follow.

1. Staff working for this organisation will be responsible for monitoring children to ensure they do not go missing.
2. If a child has been declared missing for 5 minutes or more, then a search by venue staff must be conducted immediately. During this search, all other children should be supervised in one place.
3. If a child has been missing for more than 10 minutes, this organisation will begin the process of calling parents/ guardians to inform them. To be clear, after 10 minutes, staff will look up telephone numbers of parents and make a call to say the child is missing.
4. If after 10 minutes the child is missing and having spoken with parents/ guardians we know the child is not with family or carers, we shall call 999 immediately to inform the police.
5. After the police and parents are aware, the staff member should inform the company director, along with other staff who may be able to help locate the child.
6. At no point, if a child goes missing, should staff members jeopardise the safety of other children.