



Missing Child Policy

STATEMENT OF INTENT

The aim of this policy is to provide procedures and practical guidance for all Seren Kids employees, agents, volunteers, and other professionals and or partners working alongside the Academy to safeguard children

Policy

A Child going missing could be an extremely traumatic event for adults and children. However, if everyone is aware of some simple pre-defined guidelines, panic levels can be minimised, and more critically, the missing child can, hopefully, be found in an organised and efficient way. Hopefully, no child will ever go missing from a Seren Kids Session, camp and/or event. If they do, please remember most children are found within minutes of their disappearance.

If a child, for whom the Club has responsibility, goes missing, the following guidelines have been devised to clarify the actions for Staff to take:

1. Ensure the other children in your care are looked after appropriately while you organise a search for the child concerned.
2. Inform the child's parents, if they are present at the event, or nominate an appropriate person to telephone them and advise of the concern (school office or fellow colleague). Reassure them you are doing all you can to locate their child. Remember that the child may contact the parents directly, so this is very important.
3. Organise all available responsible adults by areas to be searched. It is best to take a short time to organise the search properly so that all places are searched fully
4. Send searchers immediately to any exits to ensure the child has not left, and to any obvious potential danger spots such as nearby lakes, rivers or roads

5. Search the area in which the child has gone missing including changing rooms, toilets, public and private areas and the club's grounds
6. Request all those searching report back to a nominated adult at a specific point
7. This nominated person should remain at this reference point and make a note of the events, including a detailed physical description of the child. This should include approximate height, build hair and eye colour as well as clothing the child was wearing and where and when they were last seen. All this will be required by the police. If the search is unsuccessful, you should then report the concern to the police
8. A report should go to the police no later than 10-15 minutes after the child's disappearance is noted, even if the search is not complete
9. If the police recommend further action before they get involved, follow their guidance
10. If the police act upon the concern always be guided by them in any further actions to take
11. At any stage when the child is located, ensure you inform all adults involved including the parents, searchers, and the police
12. All missing child incidents MUST BE notified at the very earliest opportunity to the Seren Kids's DSL and/or relevant School. If in doubt about who to inform, you should call the NSPCC for advice. This will then be documented as an incident by DSL.

This policy was reviewed on 20/02/2025 by Hannah Clifford