

# Our Free Minds

## Missing Child Procedure

At Our Free Minds we are always alert to the possibility that children can go missing during sessions. To minimise the risk of this happening staff will carry out periodic head counts.

If a child cannot be located, the following steps will be taken:

- All staff will be informed that the child is missing.
- Staff will conduct a thorough search of the premises and surrounding area.
- After 10 minutes the police will be informed. The manager will then contact the child's parents or carers.
- Staff will continue to search for the child whilst waiting for the police and parents to arrive.
- We will maintain as normal a routine as possible for the rest of the children at the Group.
- The manager will liaise with the police and the child's parent or carer.
- The incident will be recorded in the **Incident Log**.

A review will be conducted regarding this and any other related incidents along with relevant policies and procedures. We will identify and implement any changes as necessary.

### Useful numbers

**Police: 101**

**MASH: 0300 456 101**

**MASH out of hours: 0300 456 0100**

This policy was adopted by: <a href="#">Our Free Minds CIC</a>	Last reviewed and signed by:
Date of last review: 18.08.2023  To be reviewed: <a href="#">30.08.2026</a>	<ul style="list-style-type: none"><li>- <a href="#">Katie Kotting, Chair of the Board of Trustees</a></li><li>- <a href="#">Clea Sambrook, Trustee for Safeguarding</a></li><li>- <a href="#">Poppy De Witt, Trustee</a></li></ul>

