



# Missing Child Policy and Procedure

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## Purpose

The purpose of this document is to quickly locate a missing child, return them to the safety of the Hub, inform all relevant parties and ensure that a review is invoked.

## Background

Risk assessments are completed for each child to establish the risk of the child going missing and all efforts are taken to ensure the safety and security of the children. Additionally, staff members working within the Hub have ongoing vigilance. Most children in the Hub are working 1-1 so attendance is regularly monitored. However, a head count is taken at regular intervals during the day. If the children are off site, it is ensured that 2+ staff members are in attendance in the case of a missing child/emergency.

## Procedure

Many of the children who attend the Hub have an individual absconding procedure: in this case, we will follow the individualised plan. If a missing child procedure is not in place, we will follow the below:

1. A member of staff will notify the office staff of the missing child and the teacher designated to work with the child will commence an internal search of the building immediately in case the child is hiding inside. If the child is found, the office staff must be notified immediately and parents will be informed of the event and a review undertaken.
2. If the child is not found in an initial search, the teacher designated to work with the missing child will begin a search of the business park, on foot. The SLT will also delegate at least one member of staff to join the search of the surrounding areas. In the event the child is found, the office staff will be informed immediately, parents will be informed and a review will be undertaken.
3. If the child has still not been found, parents and Police will be notified. Other searches via car may be instigated by the SLT if appropriate – the persons responsible for this will be delegated by the SLT. It is anticipated that the process to this point will take no longer than 10 minutes.
4. Once the police arrive, the formal responsibility of the search will pass to the police. However, the SLT will make sure that members of staff are appropriately available to assist if required.

For looked after children attending the setting, the police will be notified immediately, either on 101 or 999, in the event of absconding. The LA and their carers will also be made aware immediately. Unless we have been made aware of an alternative procedure for the individual child.

Review Date: September 2024

Next Review Date: September 2025