

# FIRST BRIDGE CENTRE



# MISSING CHILD POLICY

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Director/Nominated Person

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## MISSING CHILD POLICY

*At the First Bridge Centre, we believe the welfare and safety of all children in our care is of paramount importance. The following covers the procedures to be adopted in the unlikely event of a child going missing from our care.*

### **Missing Child on Centre Premises**

At the First Bridge Centre, we supervise the children effectively throughout the day, ensuring that at all times legal required ratios are maintained. In the unlikely event of a child going missing whilst on the Centre premises, the following actions will be taken:

1. The senior member of staff present arranges for the other children to be satisfactorily supervised and will check registers to ensure no other children are missing.
2. Doors and gates will be checked to identify if these have inadvertently been left open enabling a child to wander off.
3. The Headteacher will be informed and will talk to staff to ascertain the last time that the child was seen and any information will be gathered quickly.
4. The surrounding area will be checked immediately to see if the child can be located, in particular areas, such as toilets, cupboards or other areas of a size capable of hiding a child.
5. Enquiries are made of any other adults in the vicinity.
6. Within an appropriate time lapse but no more than 5 minutes, if the child cannot be found, the person in charge will inform:
  - The police and/or any other appropriate emergency service
  - The parents/carers of the child
7. At all times the welfare of the other children in the centre will be paramount and all efforts made to keep the children calm and happy.
8. The Headteacher and staff of the Centre will liaise with the police and emergency services at all times and will co-operate fully and provide support as needed to the child's family.
9. A full record of the incident will be written up by the Headteacher and will be stored confidentially in the Centre office. Ofsted will be informed at the earliest possible opportunity but always within 14 days.
10. A full enquiry as to the nature of the incident will be carried out, with the co-operation of any children's services or agencies as required.

## Missing Child on an Outing

At the First Bridge Centre, a full risk assessment is completed before undertaking any outing from the premises. Adult to child ratios are not only adhered to, but on many occasions are exceeded, to ensure that the children are appropriately supervised at all times.

We want the children to enjoy the outings we undertake, ensuring at all times that they feel secure and happy. Security and welfare of the children is our utmost priority. As detailed in our Outings policy, full risk assessment details are recorded at the Centre in advance and the Centre's outings mobile phone is always taken.

In the unlikely event that a child goes missing on an outing the procedure to be followed is as follows:

1. The senior member of staff present arranges for the other children to be satisfactorily supervised and will check registers to ensure no other children are missing.
2. Should the outing be taking place in a staffed environment (such as a farm, play centre etc.) the senior member of staff will immediately inform the Headteacher of the facility and ask for co-operation in ensuring that all exits to the facility are manned and watched.
3. The immediate area will be searched taking into account any spaces or areas that would attract a child i.e. bushes, trees, sheds and out houses, toilets, any exciting place that a child may want to explore e.g. animal pens at the farm. On undertaking this search it will be considered if there are any security staff or facility staff who can assist with a rapid review of the facility. Priority will be given to ensuring that any exits are manned.
4. If the Headteacher is not present on the outing then they will be contacted immediately by mobile phone.
5. Within an appropriate time lapse but no more than 5 minutes, if the child cannot be found, the person in charge will inform:
  - The police and/or any other appropriate emergency service
  - The parents/carers of the child
  - The Centre
6. Arrangements will be made by the person in charge to transport the other children on the outing safely back to Centre as soon as possible. At all times the welfare of the children will be paramount and all efforts made to keep the children calm and happy.
7. The Headteacher and staff of the Centre will liaise with the police and emergency services at all times, will co-operate fully and will provide support as needed to the child's family.

8. A full record of the incident will be written up by the Headteacher and will be stored confidentially in the Centre office. Ofsted will be informed at the earliest possible opportunity but always within 14 days.
9. A full enquiry as to the nature of the incident will be carried out, with the co-operation of any children's services or agencies as required.

### **Investigating and Reporting**

A full report will be written up following an investigation by the Headteacher into how the child went missing. All relevant information including the names of the person in charge, staff present and what they saw, the staff ratios and the full circumstances of the incident will be recorded. If necessary, where the incident was due to the negligence of a staff member, then the staff disciplinary *procedure will be followed*.

#### **Key People to Inform**

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<b>OFSTED</b>	0300 123 1231
<b>Police</b>	999
<b>H&amp;F Children's Services</b>	
<b>Initial contact and advice team</b>	0208 753 6610
<b>Emergency Duty Team (Out of hours)</b>	0208 748 8588