

Missing Children – POL021

Action for Children's Children and Happy Bananas have the highest regard for the safety of the children in our care. Staff will always be extremely aware of the potential for children to go missing during sessions.

Even when all precautions are properly observed, emergencies can still arise. If for any reason a member of staff reports they cannot account for a child's whereabouts during a session at the Children and family service, the following procedure will be activated:

The member of staff in question will inform all staff on site that the child is missing and a thorough search of the entire premises will commence.

All staff will stay calm and with their allocated children unless the Instructor states otherwise. It is the instructor's responsibility to ensure the safety of all members, not just the missing child.

Other partners either in a shared building or on site will be notified to be vigilant and offer support if possible.

The staff team will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised.

A member of staff will search the area surrounding the premises. All staff will be extra vigilant to any potentially suspicious behaviour or persons in and around. If after 5 minutes the child is still missing management will be informed.

If after 15 minutes of thorough searching the child is still missing, management staff will inform the police.

While waiting for the police to arrive any available staff will continue to search for the child. During this period, other members of staff will maintain as normal a routine as is possible for the rest of the children at Happy Bananas.

A member of staff present will be responsible for meeting the police. Any actions instructed by the police will be followed. If possible, one manager will drive to meet and support the group.

Once the incident is resolved, the management team and the staff team will review relevant policies and procedures and implement any necessary changes (paying particular note to the relevant provisions of the Children and family service Site Security and Risk Management and Assessment policies). All incidents of children going missing from the Children and family service will be recorded on an Incident / Accident Log.

Managers will follow up with phone calls to parents if appropriate.

Linked policies:

Compliments and Complaints – POL006

Health and Safety – POL012

Site Security – POL015

Information Sharing – POL017

Safeguarding – POL019

Partnership with Parents / Carers – POL022

Physical environment – POL023

Risk Management and Assessment – POL024

Confidentiality – POL029