



15. Lost or Missing Child Policy & Procedure

15.1 Statement

Wyke Community and Children's Centre is committed to the values of the Every Child Matters agenda and place the safety of children in our care as a high priority. We have put in place systems and procedures which are an integral part of employee training and should ensure that children do not go missing or get lost whilst in our care, however we recognise that this may still be a risk and have implemented a set of procedures if this should occur.

15.2 Implementation & Procedure

In the event of a lost or missing child on site employees must:

- Inform the Department Manager or in their absence a member of the Senior Management Team (SMT).

The Department Manager or a member of SMT will:

- Gather staff present and inform them of the situation - an immediate thorough search of the premises and grounds will be carried out.
- If the child is not found the Centre Management will contact the police, followed by the parent/carer of the missing child.
- Continue the search until directed otherwise and follow guidance and instruction given by the police.
- For all missing or lost children an 'Incident Report' form must be completed and passed to the Centre Management so that employees can be de-briefed and appropriate action taken. In case of missing/lost children not being found the Centre Management must also notify appropriate agencies and Ofsted.

In the event of a lost or missing child off site:

- The lead worker must assemble all children and parents/carers at a designated meeting point.
- Notify the venue security staff of the missing child and help with a thorough search.
- If the child is not found, the police must be contacted.
- Continue searching until directed otherwise and follow guidance and instructions given by the police.
- For all missing or lost children an 'Incident Report' form must be completed and passed to the Centre Management so that employees can be de-briefed and appropriate action taken. In case of missing/lost children not being found the Centre Management must also notify appropriate agencies and Ofsted.

15.3 Roles and Responsibilities

All employees take responsibility for ensuring the safety of children in their care and for following the above procedure for dealing with a lost or missing child.