

POLICY ON MISSING CHILDREN

Version control

Date	Action	Next review
	New policy	N/A
	Policy reviewed and approved by Board	

1. Introduction

- 1.1 The likelihood of children going missing whilst at Cresconova Labs ('Cresconova') is minimal, because of the existing security measures which are in place on the Education Centre's site. Nevertheless, in the event of this remote possibility happening, we have developed the following procedures.
- 1.2 There are a limited number of situations where a child might become lost and these are listed below.
- 1.2.1 Despite the appropriate level of pupil to adult ratio being put in place and a risk assessment written to minimise the possibility of this happening, a child wanders off either alone or with an unauthorised adult.
 - 1.2.2 Where a child wanders from classroom or Education Centre site, despite staff vigilance and existing security measures.
 - 1.2.3 Where a child leaves the Education Centre building or site with an unauthorised adult, despite staff vigilance and security measures.
 - 1.2.4 Where a child otherwise leaves the premises in breach of Cresconova's rules.

2. Action to be taken if a child is found to be missing:

- 2.1 If the incident happens on site:
- 2.1.1 Alert the member of staff in charge at time of incident
 - 2.1.2 Ensure remaining children are supervised, one member of staff does a brief and quick search of adjacent rooms
 - 2.1.3 If child is not found then alert the Chief Creative Officer **immediately**
 - 2.1.4 The Chief Creative Officer and class teacher will determine from the relevant staff as to when the child was last seen and where.

- 2.1.5 Ensure that the remaining children are sufficiently supervised and secure. One or preferably two members of staff should search the building and grounds.
- 2.1.6 If the child cannot be found within 15 minutes the police must be immediately informed. Parents should also be informed unless there is good reason not to i.e. there are safeguarding concerns and liaison with external agencies is necessary to agree what information (if any) can be disclosed to parents.
- 2.1.7 Continue to search, widening the search area, keeping in touch via mobile phone if available.
- 2.1.8 Chief Creative Officer to liaise with parents (where appropriate) during and after the incident is resolved.

3. If the incident happens on a trip

- 3.1 All teachers on the trip will have mobile phones and will have left their contact details with the appropriate staff at the Education Centre.
- 3.2 Alert class teacher and the teacher in charge of the overall trip immediately
- 3.3 Teacher leading the trip will determine from the relevant staff as to when the child was last seen and where.
- 3.4 At a later date, the Chief Creative Officer, the class teacher and other staff involved, should reflect upon possible reasons for the incident having happened and review current practice, putting measures in place to prevent any future re-occurrence.
- 3.5 The Chief Creative Officer is responsible for keeping this policy under review.