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The Queen's Award for
Voluntary Service
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Missing Child Policy



Foresight has the highest regard for the safety of the children in their care. Staff will always be extremely aware of the potential for a child to go missing during sessions. Members of staff will undertake periodic head counts, especially at the transition points between sessions. If, for any reason, a member of staff cannot account for a child's whereabouts during a session at the centre or any venue used by the organisation, the following procedure will be activated:



- The member of staff alerted to the missing child will inform both the Manager and the rest of the staff team that the child is missing and a thorough search of the entire premises will commence.



- Two nominated members of staff are to search the area surrounding the premises.



- A member of staff will ensure that the other children attending the session are brought together and kept calmly in a safe place whilst searches are carried out.



- If after 15 minutes of thorough searching the child is still missing, the Manager or senior staff member will inform the police and then the child parent/carer.



- While waiting for the police and the parent/carer to arrive, searches for the child will continue.



- The Manager or senior staff member will take responsibility for meeting the police and missing child's parent/carer. The manager / senior staff member will coordinate any actions instructed by the police, and do all they can to reassure the parents/carers.



- Once the incident is resolved all information will be recorded in the Incident Record Book.



All staff must keep in mind at all times, and act upon the primary principle laid down in the Children's Act 1989 – THE WELFARE OF THE CHILD IS

PARAMOUNT

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Version 5

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This information is also available in other formats, languages and picture format upon request.