



## MISSING CHILD POLICY

### POLICY STATEMENT

At Next Level Sports Ltd. safety is our highest priority. In the unlikely event of a child going missing, our missing child procedure is followed.

### PROCEDURES

#### *Child going missing on the premises*

- As soon as it is recognised that a child is missing all staff personal are informed aswell as key personal/staff including the Headteacher/DL/Director
- The staff member and school staff will carry out a thorough search of the building and outdoor area. Ensuring ratios are met with the other children
- The register is checked to make sure no other child has also gone astray.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- The Lead Coach or Head then calls the police after 15 mins and reports the child as missing and then calls the parent.
- The staff member talks to the staff to find out when and where the child was last seen and records this.
- The Director comes to the school immediately to carry out an investigation, with the School team where appropriate.

#### *The investigation*

- Staff keep calm and do not let the other children become anxious or worried.
- The Director together with a representative of the School, speaks with the parent(s).
- The Directors carry out a full investigation taking written statements from all the staff in the room or who were on the outing.
- The key person/staff member writes an incident report detailing:
  - The date and time of the report.
  - What staff/children were in the group/outing and the name of the staff member designated responsible for the missing child.
  - When the child was last seen in the group/outing.
  - What has taken place in the group or outing since the child went missing.
  - The time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation, all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Children's social care may be involved if it seems likely that there is a child protection issue to address.
- Investigate and will decide if there is a case for prosecution.
- In the event of disciplinary action needing to be taken, Ofsted is informed.
- The insurance provider is informed.

#### *Managing people*

- Missing child incidents are very worrying for all concerned. Part of managing the incident is to try to keep everyone as calm as possible.
- The staff will feel worried about the child, especially the key person or the designated adult responsible for the safety of that child for that session. They may blame themselves and their feelings of anxiety and distress will rise as the length of time the child is missing increases.
- Staff may be the understandable target of parental anger and they may be afraid. Managers need to ensure that staff under investigation are not only fairly treated but receive support while feeling vulnerable.



- The parents will feel angry, and fraught. They may want to blame staff and may single out one staff member over others; they may direct their anger at the manager/director. When dealing with a distraught and angry parent, there should always be two members of staff, one of whom is the manager and the other should be an impartial member of school staff were suitable. No matter how understandable the parent's anger may be, aggression or threats against staff are not tolerated, and the police should be called.
- The other children are also sensitive to what is going on around them. They too may be worried. The remaining staff caring for them need to be focused on their needs and must not discuss the incident in front of them. They should answer children's questions honestly but also reassure them.
- In accordance with the severity of the final outcome, staff may need counselling and support. If a child is not found, or is injured, or worse, this will be a very difficult time. The manager/director will use their discretion to decide what action to take.
- Staff must not discuss any missing child incident with the press.

This policy was adopted at a meeting of	Next Level Sports Ltd.
Held on (Date)	01/09/2018
Date to be reviewed (Date)	01/09/2019
Signed on behalf of the provider	SM Hardy
Name of signatory	Scott Hardy
Role of signatory (e.g. chair, director or owner)	Director