



Time Out Group

The Time Out Group Missing Child Policy

The Time Out Group has 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 our sessions. Even when all risk assessments have been properly observed, emergencies can still arise. Therefore, members of staff will undertake periodic head counts. If for any reason a member of staff cannot account for a child's whereabouts during a session, the following safeguarding procedure will be activated:

- ❖ The member of staff in question will inform both the group leader and the rest of the staff team that the child is missing, and a thorough search of the entire area will commence. 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.
- ❖ All staff will be extra vigilant to any potentially suspicious behaviour of persons in and around the area.
- ❖ If after a thorough search the child is still missing, the group leader will inform the police with a description of the child, the venue manager and then the child's parent/carer.
- ❖ While waiting for the police and the parent/carer to arrive, searches for the child will continue. During this period, staff will take the remaining children back to the minibus where they will be kept safe.
- ❖ The Group leader will be responsible for meeting the police and the missing child's parent/carer. The group leader will co-ordinate any actions instructed by the police and do all they can to comfort and reassure the parents/carers.
- ❖ All incidents of children going missing will be recorded in the incident record book and reported to the committee chair. In cases where either the police or social services have been informed a committee meeting will be held to discuss the outcome.

Updated.....02/01/24.....

Signed.....H. Brodley.....

TO BEADLEY

COMMITTEE CHAIR