

## **Missing Persons Policy**

Regular head counts should be taken and staff should be aware of all children's whereabouts at all times. As soon as a child is thought to be missing from the centre a member of staff should immediately notify the Duty Manager.

If the child is within sight, follow the child and make other staff aware. Please inform parent/guardian/carer and Youth Co-ordinator. A full search of the building will be co-ordinated by the Duty Manager and conducted by all available staff.

If the child is confirmed to be missing, then the Duty Manager should immediately:

**1. Call the Police on 999 from a landline or 112 from a mobile. The Police will want to know:**

- ⦿ **Where you are**
- ⦿ **Next of kin of the missing child**
- ⦿ **Detailed description of the child including age and sex. Work down from the head to the toes including as much clothing description as possible.**
- ⦿ **Circumstances of any incident that may have triggered the disappearance i.e. how long missing for, when and where last seen, was there an argument? etc.**
- ⦿ **Who is searching for the child, where is the searcher, and what is their contact mobile number if possible.**

2. Immediately after speaking to the Police the Duty Manager must contact the General Manager and inform them of the situation.

3. The Duty Manager or member of the Senior Management Team is then responsible for calling the parent/guardian/carer on the contact numbers provided.

4. All media interest will be directed to the General Manager or appointed Manager.

5. Once the child is found, please ensure that the parent/guardian/carer, the Police the Senior Management Team are informed.

6. All staff involved in the disappearance of the child will be asked to give a written report of the incident.

7. Above all stay calm. Remember, minutes count with a missing child.