

Missing Child & Young Person Policy and Procedures



To be reviewed January 2018

Policy Purpose

The safety and security of all children and young people during Sparklers playgroups and events is paramount. Parental supervision is expected always with additional support by Sparklers volunteers where necessary.

Sparklers has a duty to minimise the risk of children and young people running away.

Listening to participants is vital in protecting and minimising chances of children and young people running away.

All volunteers are trained on what to do when a child goes missing.

Procedures

All participating families are checked in on arrival at sessions.

Doors are closed and monitored.

Parents and participants are given a safety talk.

A list of all the attendants is carried by a member of the Sparklers team always.

Missing Persons Procedure – at the location of playgroups and events.

1. Establish who has gone missing
 - a. Age and Home Address.
2. When did they go missing
3. Conduct immediate search of immediate last known whereabouts
4. If still missing then volunteers in charge should be notified. Volunteers in charge will contact safeguarding team for any additional information that maybe relevant.
5. Contact emergency services after 20 minutes.
6. Implement full search – Volunteer in charge leads this.
7. Ensure all areas are searched and cleared.
8. Ensure the police are aware of all the areas searched.
9. Volunteers to extend the search into nearby roads.
10. Incident should now be managed and coordinated with the police.
11. Debrief with volunteers upon completion of search. This should be facilitated with the Director.
12. Debrief with child and young person as appropriate

Missing Procedures on a Community Trip

1. Once it has been established that a child or young person is missing on the trip, the person in charge of the trip will ensure that the remaining children are supervised safely and instigate

a search of the area or building. At the same time, another member of volunteer will be allocated the responsibility of phoning the Director or delegate.

2. The Director will coordinate the search centrally maintaining appropriate phone contact. Volunteer in charge will coordinate and direct volunteer to the situation as necessary. All numbers of volunteer will be collated by Volunteer in charge to ensure full contact with all volunteer.

3. If the missing child or young person has not been found within 15 minutes, the police will be contacted. The Volunteer on duty will continue the liaison with the the police until the child or young person is found.

4. Debrief with volunteer upon completion of search. This should be facilitated with the Director.

5. Debrief with child or young person as appropriate.

Procedure after child or young person is Found

Following an incident where a learner goes missing, the school will conduct a full risk assessment and review the procedures for monitoring and supervision of the learner.

Any modifications to the management of behaviour, changes to the premises or grounds will be included in the learner's overall care and inclusion support plan.

a check should be carried out to ensure there is no indications the learner has suffered any harm, where they have been and who they may have been with.

Independent Return Interview

We recommend the above to families. This is an in-depth interview and is best carried out by an independent person who is trained to carry out these interviews and can follow up any actions that may arise.

Children and Young people sometimes need to build up trust with a person before they will discuss in depth the reasons they ran away.

The responsible Local Authority should ensure the return interview takes place working closely with the host authority as appropriate. Sparklers will act as the coordinator for this interview. Contact should be made within 72 hours of the child or young person returning. In addition,

1. Speak to all families who may have been affected
2. Any Media Enquiries should go through the Director.
3. The Social worker will be informed with parental consent where a Child Protection plan is in place.

Risks to Learners

It is important to identify early any potential risks the learner may have encountered. An in depth debrief should take place if:

1. The child or young person has been reported missing on two or more occasions
3. Has been hurt or harmed while they have been missing
4. Is at known or suspected risk of sexual exploitation or trafficking

5. Is at known or suspected of involvement in criminal activity or drugs
6. Has contact with persons posing a risk to children and/or
7. Has been engaged or alleged to have engaged in criminal activities during their absence

Following the safe and well check, Sparklers will:

1. Build up a comprehensive picture of why the learner went missing
2. What happened while they were missing
3. Who they were missing with and where they were found
4. What support they require upon returning.