

## **Procedure to Follow in the Event of a Young Person Going Missing**

### **Principal Statement**

Staff must be aware of the procedure to follow in the event of a child or young person going missing to ensure that they are found as quickly as possible and the risk to them is kept to a minimum.

### Key Principles

Staff should remain calm and decide immediately who is going to search for the young person and who will remain with the rest of the group.

As many staff as possible must do an immediate search of the grounds. Staff should immediately block the two entrances.

Child not found – Manager should inform all adults present within the church and a search of the whole building and grounds should take place.

Child not found – Manager should organise for as many staff as possible to begin searching the local community. They should then inform the police and provide them with a full description of the child.

The Manager will then decide when to contact the child's parents.

Once the child has been found, time should be allowed for everyone to discuss the incident and support each other. It is important that staff talk to the young person in an attempt to ascertain why they left the nursery.

A Health and Safety incident / violence report must be completed as well as an investigation form.

This policy is in addition to the safeguarding procedure.