

Missing Children

FACEvents takes the safety of children very seriously and will take every precaution necessary to ensure that the children in their care do not leave the premises unaccompanied (or without knowledge, if they have parental permission to walk home).

FACEvents will ensure there are a suitable number of staff members in relation to the number of children. Staff will take a register at the beginning of the day and after lunch, plus take regular headcounts throughout the day. Children are reminded through the 'Golden Guidelines' that they must stay in view of an adult at all times during sessions, and inform an adult if they are changing activities or going to the toilet- this procedure contributes to the safety and security of children at all times.

If a child cannot be accounted for the following procedure will be activated:

STAGE ONE - A Systematic Search

1. All available staff immediately check other sessions, toilets, shared areas, rooms and playground to ensure the child is not hiding or locked in anywhere.
2. The manager for that day must be informed immediately in order to check whether the child has already been collected or signed out.
3. One staff member will gather all the children together in a line to take a register to confirm the name of the missing child and that only one child is missing. They will then keep the children safe and supervised for the rest of the process (a second staff member can be used if required).

STAGE TWO - After 15 Minutes

1. A second register of all children will be done.

If the same child is still missing the following will happen:

2. There is another thorough search of premises and the surrounding area.
3. The Police are called and parents/carers of the lost child are informed, staff will reassure the parents and ask them to confirm what the child was wearing that day and if there may be any reason for them to leave.

While waiting for the Police and parent/carer to arrive, searches for the child will continue. During this period, other members of staff will maintain as normal a routine as is possible for the rest of the children at FACEvents.

The manager for that day will be responsible for meeting the Police and parent/carer.

FACEvents will coordinate any actions instructed by the Police, and do all they can to comfort and reassure the parent/carer.

Once the incident is resolved, FACEvents and the staff team will review relevant policies and procedures and implement any necessary changes.

All incidents of children going missing from a FACEvents session will be recorded on an incident form, in cases where either the Police or Social Services have been informed; Ofsted will also be notified.