

ST MARY'S
calling Islington home

Missing Children Policy

St Mary Islington
St Mary's Parish Office
Upper Street
Islington
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www.stmaryislington.org.uk

Missing Children Policy

St Mary Islington PCC 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 sessions.

Even when all precautions are properly observed, emergencies can still arise. Therefore staff will undertake periodic head counts, especially at the transition points between sessions (in addition to the registration procedures).

If for any reason a staff member cannot account for a child's whereabouts during a session at St Mary's childcare services, the following procedure will be activated:

- The Activity Manager and the rest of the staff team must be informed that the child is missing.
- A thorough search of the entire premises will commence.
- Staff will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised.
- Staff will conduct a search of the area surrounding the premises.
- All staff will be extra vigilant to any potentially suspicious behaviour or persons in and around St Mary's. If off site the surrounding areas.
- If after 10 minutes of thorough searching the child is still missing, the The Manager / Senior Playscheme Co-ordinator will inform the police and then the child's parents.
- While waiting for the police and the parents to arrive, searches for the child will continue. During this period, other staff will maintain as normal a routine as is possible for the rest of the children.
- The Manager / Senior Playscheme Co-ordinator will co-ordinate any actions instructed by the police, and attempt to comfort and reassure the parents.

Once the incident is resolved, the Staff and Managers will review relevant policies and procedures and implement any necessary changes (paying particular note to the relevant provisions of the Risk Assessment for that particular venue or activity). Always inform the reverend at the earliest point.

All incidents of children going missing from St Mary's will be recorded on a Incident Record Sheet, and in cases where either the police or social care have been informed, Ofsted will also be informed, as soon as is practicable.

Local police number **020 7704 1212** or 999 in an emergency.