



Thomley
Lost Child Policy

Lost Child Procedure

Version Control Lost Child Procedure

Date	Version No.	Produced By	Reason for Update	Approved
01/12/2016	Version 1	S Nieburg		
07/12/ 2017	Version 2	W Koehler	Annual review	W. Koehler
11/03/2019	Version 3	W Koehler	Annual Review	W Koehler
05/05/2021	Version 4	J Kitchen	Annual Review	E. Shinton
26/05/2022	Version 5	J Kitchen	Annual Review	E. Shinton

Lost Child Procedure

Contents

- 1. Introduction4
- 2. Who is this for?.....4
- 3. Roles & Responsibilities4

Lost Child Procedure

1. Introduction

- 1.1. Every child, young person or vulnerable adult will have an identifiable person who has full responsibility for them whilst on site. In all situations, this will be the parent or carer of the person.
- 1.2. Parents/carers unable to locate a child, young person or vulnerable adult under their responsibility must report to a member of staff immediately. This member of staff must alert the Duty Manager.
- 1.3. Likewise, if a member of staff believes that a child, young person or vulnerable adult has left the premises, they must alert the Duty Manager as well as the responsible parent or carer immediately.

2. Who is this for?

- 2.1. This Policy/Procedure is relevant to:
 - 2.1.1. Employees
 - 2.1.2. Casual Staff
 - 2.1.3. Volunteers

3. Roles & Responsibilities

- 3.1. The Duty Manager will be responsible for co-ordinating a search by:
 - 3.1.1. Checking with all staff to see whether anyone has let the missing person out.
 - 3.1.2. Allocate staff to inspect all entrances to the site to ensure that they are all closed and locked.
 - 3.1.3. Asking the responsible person about where and when the missing person was last seen.
 - 3.1.4. Asking the responsible person about the missing person's habits or interests. If the responsible person is a new carer, such information will be retrieved from the child's profile.
- 3.2. If the Duty Manager is reasonably certain that the missing person is still within the secure area:
 - 3.2.1. Identify a small group of staff to search the site, so that no other child is left unattended.
 - 3.2.2. Define search priorities according to feedback from responsible person.
 - 3.2.3. Agree a time and place (reception) for all searches to report back

Lost Child Procedure

- 3.3. If the Duty Manager is not reasonably certain that the child, young person or vulnerable adult is still within the perimeter fence then:
- 3.3.1. Immediately contact the Police and request support giving details of:
 - 3.3.2. Address and telephone number of Thomley
 - 3.3.3. Time and place last seen
 - 3.3.4. Description of the missing person i.e. age, height, weight, hair colour, ethnic origin, nature of disability, clothing or any other distinguishing feature.
 - 3.3.5. Identify a small group of staff to continue the search outside the perimeter fence until the police arrive, ensuring that no other child is then left unattended.
 - 3.3.6. If the child, young person or vulnerable adult is still within the perimeter fence then record this on an incident form and report to the Operations Manager for investigation.