

## **Missing In Care Policy**

We will only release children into the care of individuals who have been notified to us by the parent. A password will be used in circumstances whereby staff have not met the individual previously.

In the unlikely event of a child going missing within/from ABA Pathways premises, we have the following procedure which will be implemented immediately:

- All staff will be aware of the procedure when a child goes missing and supply information to support the search, e.g. a recent photograph and a detailed description of clothing
- A director will be informed immediately, and all staff present, will be informed.
- Some staff will be deployed to start an immediate thorough search of the premises, followed by a search of the surrounding area, whilst ensuring that some staff remain with the other children, so they remain supervised, calm, and supported throughout.
- A director will call the police as soon as they believe the child is missing and follow police guidance. The parents of the missing child will also be contacted.
- A director will meet the police and parents and then await instructions from the police.
- In the unlikely event that the child is not found ABA Pathways will follow the local authority and police procedure
- Any incidents must be recorded in writing as soon as practicably possible including the outcome, who was lost, time identified, notification to police and findings.

During outings, risks and hazards will be assessed and steps to remove, minimise and manage those risks and hazards will be made. In the unlikely event of a child going missing whilst on an outing we have the following procedure which we implement immediately:

- All staff are aware of the procedure when a child goes missing and supply information to support the search, e.g. a recent photograph and a detailed description of clothing
- The designated person in charge or most senior member of staff is informed immediately and all staff present, will be informed.
- Some staff will be deployed to start an immediate thorough search of the area, ensuring that all other children remain supervised, calm, and supported throughout.
- If appropriate, on-site security will also be informed and a description given.
- The designated person in charge or most senior member of staff will immediately inform the police. If it is a lone outing, the staff member will immediately inform the police.
- The designated person in charge will then inform a director who will contact the child's parents giving details of what has happened. If it is a lone outing, the state member will immediately inform the parents.
- If it is a group outing, all contact details will be taken on the trip by the person in charge.

- Some staff will continually search for the missing child, whilst maintaining appropriate staffing ratios.
- An appropriate staff member will meet the police and follow their procedures.
- Any incidents must be recorded in writing as soon as practicably possible including the outcome, who was lost, time identified, notification to police and findings.
- In the unlikely event that the child is not found, the nursery will follow the local authority and police procedure.
- Ofsted will be contacted and informed of the incidents.
- ABA Pathways will provide support and reassurance to staff, carers, parents and staff following the traumatic experience.
- In any cases with media attention staff will not speak to any media representatives
- Post-incident risk assessments will be conducted following any incident of this nature to enable the chance of this reoccurring being reduced.

### **Quality Assurance**

ABA Pathways will ensure that systems are in place to monitor the implementation of and compliance with this policy and accompanying procedures.

The directors will ensure action is taken to swiftly remedy any identified weaknesses within its procedures.

### **Policy Dates**

This policy was written and takes effect January 2023.

Anna Colgate  
Director | RBT