

Missing Children Policy

Version number	1
Date of policy creation	February 2025
Policy next due review	February 2026

Policy Description

Policy for Missing Children in Education and the processes that Star Light Alternative Provision will undertake.

Policy Introduction

This policy should be read in conjunction with all related policies.

Star Light Alternative Provision is committed to providing a secure and safe environment for children, minimising the risk of a child going missing. It is recognised that if a child is unable to be located it is imperative that prompt, co-ordinated action is taken to establish their whereabouts at the earliest opportunity.

Policy

- The premises of **Star Light Alternative Provision** are designed with the needs of safety for children in mind. Premises and gardens are secure and have CCTV, security lighting, window locks and other deterrents.
- Entry and exit points to all buildings are limited. The main door is locked 24 hours a day. Access is by key pad for staff or by manned electronic door release for families and visitors. Doors to the outside of the building are secured at all times to prevent unauthorised access by visitors / exit by children and are never propped or wedged open.
- Staffing levels ensure that children are supervised, and support staff and volunteers are also trained to ensure they are aware of children's needs and safety.
- All visitors / trades people are escorted / supervised in the building unless a student on planned placement or where practising privileges have been granted.
- All visitors and students to sign in and out of the building.

Procedure in building If a child / young person cannot be located in the building

Immediate Action

- This is immediately reported to the supervisor in charge.
- A note is made of the time of the report.
- Information is shared as to the last time the child was seen and where through discussion with other staff.
- The supervisor in charge arranges for 2 staff to sweep the building This should include areas not accessed by the children including the all office, family room,

sensory room, dark den, media classroom, Zone B, computer suite, kitchen, laundry room, storage areas and garden area.

- The on call manager is informed and will attend the building.
- CCTV footage is viewed to establish if child has left the building.

If it is established that the child has left the building or is still unable to be located the police should be informed via 999 and the incident number recorded.

On-going actions

- The supervisor offers support to colleagues and ensures on-going care to children in the building.
- The manager on call takes responsibility for liaison with the family and providing support to the family in the building or at home through their own worker if possible.
- The manager on call take responsibility for : Liaison with police

If the child remains missing

- The on call manager liaises with police and other statutory agencies involved.
- The manager co-ordinates any necessary staff briefings across the organisation.

After the event

- The manager arranges a debrief for all staff involved.
- The completed investigation report is presented to the board of Directors and learning is identified.
- The Family continue to be supported by appropriate staff members.

Training Requirements

Information shared on induction as to agency processes.

References

- HM Government (2018) Working Together to Safeguard Children

[statutory guidance on children missing from home or care](#) (2014)