



Pro Corda Trust

Missing Child Policy & Procedure. September 2019

Here at Pro Corda / Leiston Abbey we have the highest regard for the safety of the children and young people in our care. We know that emergencies can still arise even though all precautions are properly observed.

If for any reason we cannot account for a child's whereabouts during a session, the following procedure will be followed:

- The CEO and all staff at the session to be informed that a child is missing.
- Gain as much information, as quickly as possible from all members of staff / volunteers i.e. last sightings etc.
- Staff will be careful not to create an atmosphere of panic and to ensure that the other children remain safe, calm and adequately supervised.
- A thorough search of the entire premises and the surrounding will commence.
- Staff to be extra vigilant concerning any potentially suspicious behaviour or persons in and around our premises.
- Check out all contact numbers given on the registration documents to ascertain if there has been an unscheduled pick up.
- Telephone parents/ guardians/ carers to inform them of the situation.
- Inform the police of the urgency of the situation
- Co-operate fully with the authorities for the safe return of the child.

Once the incident is resolved, there will be a review of relevant policies and procedures and any necessary changes will be implemented. A report will be written and further action taken if deemed appropriate.

Signed:	Andrew Quartermain
Date:	September 2019
Renewal date: <i>(in either 2 years time or earlier if issues arise or there are legislative changes)</i>	September 2021
Further review/renewal dates:	Every 2 years