

# **Y-Kidz**

## **Missing Children Procedure**

**Department: Lifelong Learning**

**Owner: Training & Education Manager**

**Approval Route: YSS Board**

**Frequency of Revision: Annually**

**Lead policy: [Safeguarding Children](#)**

<b>Version</b>	<b>Date Approved</b>	<b>Reason for Update</b>
1	June 2023	Revision of Policy
2	June 2024	Review
3	February 2025	Review
4	February 2026	Review

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## **1. Y-Kidz Missing Children Procedure**

At Y-Kidz we are always alert to the possibility that children can go missing during sessions. A child is considered missing if they are unaccounted for during a session, fail to return from the toilet, outdoor play, or indoor transitions within expected timeframes, or are not visible during a headcount. To minimise the risk of this happening staff will carry out periodic head counts, particularly when transporting children between locations.

### **If a child cannot be located, the following steps will be taken:**

- All staff will be informed that the child is missing
- One staff member leads and coordinates the search, one remains with and supervises the other children to maintain ratios, and the DSL/manager is notified immediately.
- Staff will conduct a thorough search of the premises and surrounding area. Toilets, storage areas, outdoor boundaries, exits, gates, and car parks must be checked immediately.
- After 10 minutes the police will be informed. Police may be called sooner than 10 minutes if the child is very young, has SEND, or known vulnerabilities. The manager will then contact the child's parents/carers.
- Staff will continue to search for the child whilst waiting for the police and parents to arrive
- We will maintain as normal a routine as possible for the rest of the children at Y-Kidz
- The staff team will liaise with the police and the child's parent/carer.

The incident will be recorded in the **Incident Log**. Staff must record where the child was last seen, by whom, what the child was wearing, and any relevant risk factors. A review will be conducted regarding this and any other related incidents along with relevant policies and procedures. We will identify and implement any changes as necessary.

If the police or Social Care were involved in the incident, we will also inform Ofsted.

### **Useful numbers**

Police: 101

Social Care: 01629 533190

First Contact team: 01332 641172

Ofsted: 0300 123 1231