

Purpose

- The safety and security of the participants in our care at Kids on Track is paramount. Every care is taken to ensure that the children are accounted for at all times.
- This policy should be read in conjunction with the Safeguarding Policy. The procedures in this policy may be adapted as necessary and as appropriate to the location, participant age and other factors. The CEO and DSL have a wide discretion in relation to the procedures in this policy.
- We distinguish between a child who has gone missing while in the care of Kids on Track, to which this policy refers, and a child who has not arrived at the start of their day with Kids on Track for unknown reasons.

Procedures

Registers are taken on Camps at the beginning and end of each day and at the beginning and end of each significant movement from one location to another.

In the event of a specific missing child

In the unlikely event that it is suspected that a child has gone missing, the following procedure is put into action:

1. Staff will maintain the safety and well-being of other children.
2. A roll call will be taken.
3. The Junior or Senior Programme Co-ordinator (depending on the relevant activity) will be contacted to check whether there is a legitimate reason for the child's disappearance.
4. If applicable, the child's mobile phone will be rung.
5. A member of the Operating Committee and one other adult, if available, will search the immediate vicinity. As part of the search process, the other participants will be asked if they have any knowledge of the missing child's whereabouts. If applicable, the venue or site staff will be informed.
6. The DSL will be contacted to check whether there is a legitimate reason for the child's disappearance. The CEO will be informed.
7. If the participant has not been located **within 30 minutes** (or earlier, depending on the location and time of day), the DSL will agree with the Junior or Senior Programme Co-ordinator an approach which will include ringing the child's parents to find out if they know where the child is and outlining what the next steps will be. It may also involve a full evacuation of the premises.
8. Informing the police will be the next step, and should happen **within 75 minutes** (or earlier, depending on the location and time of day) of the child being missing. The DSL will take the responsibility for doing this.

Investigation and Review

Following the resolution of an incident, the CEO and the DSL will initiate a full investigation and produce a detailed written report, which will be acted upon and kept by as an incident log. Where an incident has required staff to initiate procedures outlined in points 7 or 8, or the DSL otherwise considers the incident to be a serious incident, the incident will be reported to the Trustees.