

MISSING CHILD POLICY

The safety of our learners is our priority whilst they are in our care at Cornerstone Vocational Training Ltd (CVT). This policy sets out our procedures for dealing with the unlikely event of a child going missing.

Responsibilities

It is the Centre Manager's responsibility to ensure that all relevant staff are aware of this policy, what is expected, the procedures to follow and to ensure that the policy is reviewed on a timely basis. It is the responsibility of all staff to read the policy and act at all times according to its guidance.

The Centre Manager is responsible for completing Attendance Registers. They must be completed accurately and promptly according to guidelines. Registration will be before 10:00 am and again before 13:00 pm.

It is the responsibility of parents to ensure they provide correct and updated contact information on a timely basis and know the start and finish times at Cornerstone.

If a parent takes a learner out of CVT during the day, they must sign them out at the main office.

Procedures Aimed at Reducing Risk of a Missing Learner

Start of the learning day:

- There are clear procedures for welcoming learners into CVT. The upstairs shutters are closed at 9:45 am. After this time learners are expected to ring the doorbell to gain access.
- Teachers are in their teaching areas from 9:30 am.

During lesson time:

- Centre Manager will mark registers promptly and accurately – morning and afternoons.
- Learners are to stay in their tutor groups lesson time and inform staff of the need for the toilet
- Updated contact information for parents and carers is sought and maintained.

During breaktime:

- Learners must be supervised during breaktimes upstairs and downstairs
- Staff are to close external door upstairs before coming back down to start the next lesson after break.

During home time:

- The shutters are opened at 2:30pm for learners to leave.
- Learners waiting to be picked up are to be supervised upstairs until they are picked up

Procedures In the Event of a Child going Missing

In the event of a member of staff fearing that a learner has gone missing while at CVT:

1. If a tutor suspects that a child is missing from a lesson or activity, they contact the Centre Manager. The Centre Manager will carry out a thorough search of the building, including, toilets, CCTV and storage areas.
2. The following list will be checked:
 - Attendance Registers
3. If necessary, staff will promptly but calmly round up all learners and perform a head count. The safety and care of other learners is paramount so the security of CVT and the number of staff remaining to supervise the other learners at CVT must be adequately maintained while the search continues.
4. Staff will count and name check all the learners present against the register while the group are assembled in one place.
5. A thorough check of all exits will be made, to ensure all doors were locked / bolted and there are no other ways a learner could have left CVT. If something is discovered this needs to be drawn to the attention of the Centre Manager immediately.
6. If the learner is still not found after this initial search, the Centre Manager is to inform the Director.
7. If the learner has not been found after 10 minutes from the initial report of them as missing then parents should be notified. The Director or next most senior member of staff on site will decide at which point the police need to be contacted. When contacting parents / carers, staff will ask them to bring with them a recent photograph of their child.

Parents will be informed followed by the police (999) within 10 minutes of the first alert.

1. Staff must try to remember and write down a description of what the learner was wearing and any distinguishing features.
2. If the missing learner has any special medical or learning needs then these need to be noted to be disclosed to police or other agencies.
3. A thorough search of CVT continues and is carried out by the Centre Manager with the help of other members of staff available.

Particular attention is paid to:

- Rarely used rooms
- Toilets
- Classrooms