



## **Missing Child Policy**

At Mighty Minds we are always alert to the possibility that children can go missing during sessions.

To minimise the risk of this happening we will carry out periodic head counts, particularly when transporting children between locations. If a child cannot be located, the following steps will be taken:

- Staff will conduct a thorough search of the premises and surrounding area.
- After 10 minutes the police will be informed. The manager will then contact the child's parents or 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 the Club.
- We will liaise with the police and the child's parent or carer.

The incident will be recorded in the Incident Log.

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.

## **CONTACTS:**

[Multi Agency Safeguarding Hub \(MASH\)](#) / Front Door for Families: 01273 290400

Children's Services, Moulsecoomb Hub North Building, Tel: 01273295643

Prevent Education Officer based at the Safer Communities Team:

[Channel.Prevent@brighton-hove.gov.uk](mailto:Channel.Prevent@brighton-hove.gov.uk) (01273) 293926

Police: 101 (non-emergency) or 999 (emergency)

Anti-terrorist hotline: 0800 789 321

NSPCC: 0808 800 50

Policy Dated: 24/09/2024

Review Date: 24/09/2025

Signed: Jade Borges-Duarte