Hungerford
youth and community
Charity no.11846921

Missing Child Policy & Procedure

Version:	V1.0
Date approved:	16/10/2025
Approved by:	Board of Trustees
Date of last update:	
Period for review:	Every three years
Policy Scope:	Organisation wide
History of changes:	

1. Policy Statement

Children's safety is a high priority at all times for HYCC. In the unlikely event of a child going missing, our missing child procedure is followed.

We will mitigate this by ensuring that all session risk assessments are clear that the door is monitored at all times. When children have arrived the door will remain shut until time to leave. If an outdoor event is taking place this will happen only in the court, monitored by staff at all times.

The session leader will complete a risk assessment (RA) for any offsite activity which must be signed off by line manager before the session. Conduct a site visit prior to the trip if possible. When visiting a site which has its own risk assessment, consult prior to the visit and include their RA into ours.

Parents will need to be informed if there is to be an offsite session.

2. Procedure

Child is missing from the HYCC premises

1. As soon as it is noticed that a child is missing the session leader must be informed.

2. The session leader will carry out a thorough search of the building and outside area, including Priory Road as far as can be seen and the sports centre. If the child has a mobile phone, then the session leader should attempt to make contact to check that the child is safe and to request that they return to the centre.

3. The register is checked to make sure no other child/children are missing.

4. The session leader talks to the other staff and children to find out when and where the child was last seen and records this.

5. Session leader calls the parent to check that they have had no contact with the child; if the child's whereabouts are still unknown, the session leader calls the police and reports the child as missing, informing the parent that this will be the next step.

6. The session leader will contact the director/designated safeguarding lead of any action undertaken at this point and a decision will be taken about any next steps.

7. It is important that Staff keep calm to reduce the likelihood that other children may become anxious or worried.

Next Steps

8. The session leader/staff member completes a digital incident report form detailing:
   - the date and time of the report;
   - the circumstances of the incident;
   - how long they were missing for and what was the outcome;
   - if any actions need to be taken following the incident (changes to procedure, additional staff, etc.)

9. The director or trustee will debrief with staff who were at the session; the purpose of this debrief will be to consider what has occurred, consider any changes to risk assessments and to inform future practices. The session leader together with the director/designated safeguarding lead or trustee will consider next steps which will be dependent on the specific circumstances.

10. If a member of staff or volunteer is found to be at fault and it is deemed necessary by the director and/or trustees, then the procedure outlined in the Disciplinary Policy and Procedure or Volunteer Policy and Procedure should be followed.