

Missing Child Procedure

Film & TV Academy (FTACADEMY LTD)

Updated: 28/09/2024

Next review: 01/09/2025

1. Introduction

The Purpose of this Missing Child Procedure is to ensure the safety and well-being of all children attending the Film & TV Academy, and to establish a protocol for dealing with the event of a child going missing during academy sessions.

2. Supervision and Staff Responsibilities

All staff members are responsible for maintaining constant supervision and ensuring the safety of all children. Toilet trips or any movements must be supervised. Adequate staff-to-child ratios will be maintained at all times.

3. Sign-in and Sign-out

Parents or guardians are required to sign children in and out of the academy sessions. The exception is for students aged 12+, if permission has been given from parents. Parents must email stating they are happy that once the child has signed out, they can leave unaccompanied.

4. Procedure

If a child is believed to be missing or unaccounted for, the following steps should be taken immediately:

1. **Notify the Designated Safeguarding Officer (DSO).** The DSO should take note of what time they were informed.
2. **Initiate a search:** at least x2 staff members should begin a search of the premises and surrounding areas, starting with common locations (toilets, classrooms, etc.). If possible, ask friends to ring the missing person if they have a phone. Radios and flashlights should be given to the search team to aid the search.
3. **Notify the police:** If the child is not located within a reasonable amount of time, the police should be contacted to assist in the search.

4. **Notify the parent:** The DSO should contact the parent of the missing child and provide them with available information regarding the situation
 5. **Maintain communication:** The DSO should stay in contact with the parents and police to keep them updated on the search and any developments.
 6. **Document the incident:** A written record of the incident, including the time, location, and actions taken.
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5. Preventative measures

1. Clearly communicate the sign-in and sign-out procedure to all parents and children.
 2. Make sure all children are supervised at all times
 3. Regularly review this procedure with staff members
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Conclusion

This missing child procedure will be reviewed annually and updated as necessary to ensure its effectiveness. Any incidents will be thoroughly examined to identify areas of improvement. All parents and staff members will be provided with a copy of this missing child procedure.