



Laburnum BOAT CLUB

Hackney's Community Boating Project

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Missing Child/Young Person Policy

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1. Policy Statement

- 1.1. The safety and security of the children and young people in our care at Laburnum Boat Club are paramount. Every care is taken to ensure that the children and young people are accounted for at all times when they are in our care.
- 1.2. **Laburnum Boat Club's Youth Club is an open access setting, members of this club can arrive and leave as they please. The exception being young person with "special needs" who may be invited by the senior youth worker or Inclusion worker and are treated as closed access.**
- 1.3. Offsite trips, including residentials, as well as Monday and Thursday sports clubs are closed access, members must not leave without pre-arranged permission or supervision from a member of staff.
- 1.4. This policy will be used during closed access sessions and offsite trips.

2. Policy Procedures

- 2.1. Each young person who arrives at Laburnum is handed over to a member of staff by their parent/carer or other appropriate adult.
- 2.2. Throughout the session, staff maintain the appropriate level of supervision for each young person and are always aware of the location of the young people in their care.
- 2.3. When on excursions off Laburnums premises, staff implement strategies to maximize the safety and security of the young person in accordance with Laburnums Safeguarding Children and Young People policy. Full risk assessments are conducted. The trip leader carries a list of all the young people's names. The Young people may be split into small groups according to the proper staff/child ratios for the age and need of the young people and the purpose of the trip or activity. A separate member of staff manages each group.
- 2.4. The number of young people is checked regularly by frequent roll calls/counts.
- 2.5. However, in the unlikely event that after a roll call/count or at another time it is noticed that a young person has gone missing, whether at Laburnum or offsite: The following procedures will be followed.
 1. Staff will maintain safety and well-being of all other young people.
 2. A roll call will be taken.
 3. The Group Leader and at least one other member of staff will search the immediate vicinity of where the child is missing, including known blind spots (car park/trailer, school steps, between fence and performance hall). Going to places at which the young person was last seen, tracing the routes that



they may have taken. Asking other members and staff of the last sighting can be useful in establishing last known position.

4. If the young person is not found after approximately 20 minutes, the Group Leader will contact Senior Staff at Laburnum and endeavour to contact the parents of the missing young person by telephone.
 5. If after approximately 15 minutes (35 minutes since missing) the parents have not been contacted, the Group Leader will contact the police.
 6. Once police arrive all relevant information about the young person will be given. The police will then take over the search.
 7. If off-site, the Group Leader will remain with the police to comfort the young person when found and maintain regular contact with Laburnum.
 8. The remaining staff will return to Laburnum with the rest of the young person if off-site.
- 2.6. When the situation has been resolved, the senior staff team will review the reasons for this event happening and revise measures if necessary, including a written report.
- 2.7. If the young person, known to Laburnum Boat Club, goes missing from another organisation, Laburnum may utilise its resources, including social media, to support in finding that young person.

Adopted: January 2023 reviewed January 2024

Next Review Date: January 2026