



Laburnum BOAT CLUB

Hackney's Community Boating Project

Laburnum Street, Hackney, London E2 8BH
Telephone: 020 7729 2915
email: info@laburnumboatclub.com
www.laburnumboatclub.com

Missing Child 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 children 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 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 child 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 child and are always aware of the location of the children in their care.
- 2.3. When on excursions off Laburnums premises, staff implement strategies to maximize the safety and security of the children in accordance with Laburnums Trips policy. Full risk assessments are conducted. The trip leader carries a list of all the children's names. The children may be split into small groups according to the proper staff/child ratios for the age and need of the children and the purpose of the trip or activity. A separate member of staff manages each group.
- 2.4. The number of children is checked regularly by frequent roll calls.
- 2.5. However, in the unlikely event that after a roll call or at another time it is noticed that a child has gone missing, whether at Laburnum or offsite: The following procedures will be followed.
 1. Staff will maintain safety and well-being of other children.
 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. Going to places at which the child 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 child 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 child 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 child 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 child when found and maintain regular contact with Laburnum.
 8. The remaining staff will return to Laburnum with the rest of the children 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.