



## Take 2 Cornwall

### Missing Child/Young Person Procedure

At Take 2 Cornwall we are always alert to the possibility that children/young people can go missing during sessions. To minimise the risk of this happening staff will carry out periodic head counts, particularly when transporting children/young people between locations.

If a young person cannot be located, the following steps will be taken:

- All staff will be informed that the young person is missing.
- 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 young person's parents or carers.
- Staff will continue to search for the young person whilst waiting for the police and parents to arrive.
- We will maintain as normal a routine as possible for the rest of the young people at Take 2 Cornwall
- The manager will liaise with the police and the young person'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.

If the police or Social Care were involved in the incident, we will also inform Ofsted.

#### Useful numbers

Police: 999

Social Care: 0300 1234 131

Ofsted: 0300 123 1231

|                                             |                                                                                               |
|---------------------------------------------|-----------------------------------------------------------------------------------------------|
| This policy was adopted by: Take 2 Cornwall | Date:01.09.2021                                                                               |
| Reviewed: 01.09.2022                        | Signed:  |
| Reviewed: 01.09.2023                        | Signed:  |
| Reviewed: 30.07.2024                        | Signed:  |
| Reviewed: 30.07.2025                        | Signed:  |
| Reviewed: 01.09.26                          | Signed:  |

|                          |         |
|--------------------------|---------|
| To be reviewed: 31.07.27 | Signed: |
|--------------------------|---------|



Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Information for parents and carers [3.72]* .