

## **Lost or Missing Child Policy**

Whenever we say parents in this document, we mean parents and carers, and whenever we say child, we mean children and young people aged 0 to 19 years old (up to 25 years old for young people with special educational needs and disability (SEND)). Whenever we say Staff, we include all paid employees as well as any volunteers.

### **1. Purpose**

To ensure the safety of all children using The Dame Vera Lynn Children's Charity ("the Charity's") services safety.

### **2. Responsibility**

Although children remain the responsibility of their parent/carer while in the Charity's premises, staff should remain vigilant at all times. If a member of staff sees a child not with their parent/carer or a member of staff, they should take action immediately.

### **3. Action**

If a parent/carer or staff member notices a child is missing, they should notify all staff immediately. The building should be searched and any exits checked. Staff should notify the farm owner and other buildings on the site. If the child is not found immediately, the police should be notified. This should be done by either the Executive Manager or the Head of Service. The staff member leading the session should reassure all parent/carers in the session and ensure the children remaining in the centre are kept safe.

### **4. Once the child is found**

Once the child has been found, either the Executive Manager or the Head of Service should conduct a full investigation and share any lessons learnt with all staff. Risk assessments should also be amended to reflect any action that has been taken.