



## **Brighton Evolving Education Hub**

### **Missing Child Procedure**

At Brighton Evolving Education Hub (beehub) we are always alert to the possibility that children can go missing during sessions. To minimise the risk of this happening we will carry out periodic head counts, particularly when transporting children between locations.

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

- 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 child's parents or carers.
- Staff will continue to search for the child whilst waiting for the police and parents to arrive.
- We will maintain as normal a routine as possible for the rest of the children at the Club.
- The manager, Ruth Lovegrove, will liaise with the police and the child'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.

#### **Useful numbers**

Social Care: Front Door for Families

Tel:(01273) 290400

LADO (Local Authority Designated Officer): Darrel Clews 01273295643

Local Authority Prevent Co-ordinator: 01273 290584 / 07717303292

Police: 101 (non-emergency) or 999 (emergency)

This policy was adopted by: Brighton Evolving Education Hub	Date: 28/08/23
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To be reviewed: 28/08/24

Signed: Ruth Lovegrove