



Camphill School Aberdeen

Missing Child or Young Person Procedure

updated May 2018

Introduction

All children and young people should be provided with appropriate levels of supervision. This will be assessed on an individual basis.

Procedure

In the instance of a child or young person going missing, a senior member of staff **and/or** member of the management team must be informed **immediately**, and before any search has begun, so that they take charge of applying the missing person's procedure:

- The police will be called **immediately** – phone 101 stating clearly who you are, and that CSA is a school for children with additional support needs and that an urgent response is required.
The person contacting the police should be prepared to give the information below:
 - When and where the person went missing and any inherent dangers
 - The person's name and gender and calling name they respond to
 - The person's age
 - The person's height
 - What clothing was being worn
 - Where the person reporting can be contacted
 - That a photo of the child or young person will be made available.
- Parents or guardians will be called **immediately** and kept fully informed of the progressing situation.
- A time line will be created, noting the times of every significant phone call, email, etc.
- At the same time, a senior member of staff will organise a search of the grounds and surrounding area.
- Relevant local authority professionals involved with the child/young person will be informed of the progressing situation.
- The Executive Director, relevant management team members and the Chair of the Board of Trustees will be informed.

Once the child/young person has been found

- Parents and all involved professionals will be informed immediately.
- Relevant individuals will be debriefed as soon as possible.
- The child or young person who was missing should be visited so that the person leading the procedure can reassure parents from having actually seen the person.

An incident report needs to be written and the Care Inspectorate informed within 24 hours.