

# ELIJAH SOCIAL COGNITIVE SKILLS CENTRE

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<b>Child Missing at ESCSC Policy</b>	
<b>Responsible Committee:</b>	CEO of ESCSC Dr Debora Elijah
<b>Policy Co-ordinator:</b>	Director of ESCSC Nivin Jaber
<b>Date revised:</b>	September 2024
<b>Next review date:</b>	September 2025

## **General Information**

The Elijah Social Cognitive Skills Centre (ESCSC) is committed to providing a safe and secure environment in which children can grow and develop. Full details of the security arrangements in place can be found in the **Safety and Security Policy**.

The arrival and departure times of all children are marked on the online server registration system every day, so it is always clear which children are present at The Elijah Social Cognitive Skills Centre.

Children are regularly accounted for during the day as each child has a therapist who would be in direct contact with them throughout their session.

## **Missing Child Action Steps**

In the unlikely event of a child going missing from The Elijah Social Cognitive Skills Centre the following procedure will be implemented:

- The senior management will be notified immediately.
- All staff will be informed and an immediate thorough search of the Elijah Social Cognitive Skills Centre both internally and externally will be made, ensuring that all other children remain supervised throughout.
- A full headcount and roll call will be completed against the attendance register (for both staff and children) to ensure all are present.
- If the child remains missing, the parents/carers will be contacted and kept informed at all times.
- Where a child is not found within a maximum time of ten minutes from the time they were identified as missing - the matter will be treated as an emergency and the police will be contacted.
- An ongoing search of the premises both internally and externally will continue whilst waiting for the police to arrive.
- Where it is safe to do so, two staff will check beyond the immediate grounds of the building and will undertake a search in the wider area for the child. They will always have a mobile phone with them to ensure information can be exchanged between parties.

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- Designated Safeguarding Leader will liaise with the police and follow their instructions whilst they wait for them to arrive on the premises.
  - The person in charge will continue to undertake the search until further instructions are received from the police.
  - ESCSC will follow the police's instructions on how to proceed with the matter.

After the incident, a full report (attached Appendix A) will be written and submitted to the child's parents/carers. ESCSC will hold a supervision to discuss the incident and review the action steps taken and amend if required. Ofsted will be contacted, and a written report sent by the Director of ESCSC, informing them of the incident.

## **Outdoor Activities**

When taking the children on outdoor activities, prior written consent is sought from parents/carers, a risk assessment is carried out before the outing and regular head counts are made throughout the trip. Staff members will follow the **Outings Policy**. Children are allocated to certain members of staff. There is a one-to-two ratio of staff to children for children under 5 years of age. There is a maximum one-to-three ratio of staff to children above the age of five, but dependable on the child's ability. These ratios ensure the children are safe at all times. Other measures like the wearing of high visibility vests and the carrying of a mobile phone by an adult may be included in the risk assessment.

The procedure outlined in the specific risk assessment for their outing will be followed in the event a child goes missing while on an outing. These must also include the action steps outlined in this policy:

- The senior management will be notified immediately.
- A full headcount and roll call will be completed to ensure all (children and staff) are present.
- A search of the area will be started, immediately.
- If the child remains missing, the parents/carers will be contacted and kept informed at all times.
- Where a child is not found within a maximum time of ten minutes from the time they were identified as missing - the matter will be treated as an emergency and the police will be contacted.
- Staff will remain in the area of the missing child, and continue to search until further instructions, while the other children will be taken care of in the appropriate place (going back to ESCSC or another venue).
- Delegated Staff will liaise with the police and follow their instructions whilst they wait for them to arrive at the place of the missing child.

## **Review and Amendments**

This policy will be reviewed yearly to ensure its effectiveness and relevance.

Amendments to the policy may be made as necessary and all staff should be made aware of the new changes.