

## MISSING CHILD POLICY

### DEFINITIONS

**Pastoral Staff** refers to those who have the responsibility of looking after students at NYMT activities, and who may or may not be trained in First Aid. Pastoral Staff are authorised to dispense certain medication, including paracetamol, as defined in this policy.

**Pastoral Lead** refers to the staff member designated as the person responsible for a group of students and other pastoral staff, such as in a boarding house or other residency.

**Creative Staff** refers to those who are working on an NYMT production in a creative capacity (e.g. director or choreographer).

**DSL** is the Designated Safeguarding Lead.

**Staff** refers to all those working for or on behalf of NYMT, full time or part time, in either a paid or voluntary capacity.

### POLICY STATEMENT

The safety and security of the children in our care at NYMT is paramount. Every care is taken to ensure that the children are accounted for at all times.

This policy should be read in conjunction with the Safeguarding Policy. The procedures in this policy may be adapted as necessary and as appropriate to the location, student age and other factors. The Producer and Head of Pastoral Care have a wide discretion in relation to the procedures in this policy.

### PROCEDURES

Registers are taken on NYMT residential courses at the beginning and end of each day, at the start of each new rehearsal or performance session, and at the beginning and end of each significant movement from one location to another. Registers are taken on non-residential activity days at the beginning and end of each day.

At all times staff implement strategies to maximise the safety and security of the students in the care of NYMT, particularly conscious of those occasions where locations may not be well known to the students or staff.

## **IN THE EVENT OF A SUSPECTED MISSING CHILD**

In the unlikely event that it is suspected that a child has gone missing, the following procedure is put into action:

1. Staff will maintain safety and well-being of other children.
2. A roll call will be taken.
3. The Pastoral Lead will be contacted to check whether there is a legitimate reason for the child's disappearance.
4. If applicable, the child's mobile phone will be rung.
5. A member of the Pastoral Team and one other adult, if available, will search the immediate vicinity. As part of the search process, the other students will be asked if they have any knowledge of the missing child's whereabouts. If applicable, the venue or site staff will be informed.
6. The Producer will be contacted to check whether there is a legitimate reason for the child's disappearance. Members of Creative Staff (if applicable) may be contacted for the same reason. The DSL will be informed (if not already).
7. If the student has not been located **within 30 minutes** (or earlier, depending on the location and time of day), the DSL will agree with the Pastoral Lead an approach which will include ringing the child's parents to find out if they know where s/he is and outlining what the next steps will be.
8. Informing the police will be the next step, and should happen **within 75 minutes** (or earlier, depending on the location and time of day) of the child being missing. The DSL or, in his absence, Head of Pastoral Care, will take the responsibility for doing this.

## **APPENDIX A: POLICY UPDATES & REVIEW**

This version dated 22 May 2019.

Date of next review: May 2020.