



# MISSING CHILD POLICY

## DEFINITIONS

This policy has regard to the definitions in the main NYMT Safeguarding Policy.

## POLICY STATEMENT

The safety and security of the participants in our care at NYMT is paramount. Every care is taken to ensure that the participants are accounted for at all times. This policy has specific regard to children in NYMT's care, defined as a person under the age of 18. The procedures in this policy may offer helpful guidance in the event of a participant of 18 years or older being unaccounted for.

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, participant age and other factors. The CEO and Head of Pastoral Care have a wide discretion in relation to the procedures in this policy.

NYMT distinguishes between a child who has gone missing while in the care of NYMT, to which this policy refers, and a child who has not arrived at the start of their stay with NYMT for unknown reasons.

## 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 participants in the care of NYMT, particularly conscious of those occasions where locations may not be well known to the participants 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 participants 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 CEO 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 participant 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 the child is and outlining what the next steps will be. It may also involve a full evacuation of the premises.
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 their absence, Head of Pastoral Care, will take the responsibility for doing this.

## INVESTIGATION & REVIEW

Following the resolution of an incident, the Head of Pastoral Care and the DSL will initiate a full investigation and produce a detailed written report, which will be acted upon and kept by as an incident log. Where an incident has required staff to initiate procedures outlined in points 7 or 8, or the DSL otherwise considers the incident to be a serious incident, the incident will be reported to the NYMT Board.

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

This version dated 1 June 2023.

Date of next review: June 2024.

The following updates were made since the previous version:

- Minor corrections