ATTENDANCE & MISSING PERSONS POLICY DSDT

	Date	Name/signature
Last updated	2/6/2023	MR
Reviewed by Managing Director on behalf of the Trustees	14/6/23	SS
Date for next review	Regularly	

Introduction

At DSDT we are always alert to the possibility that children can go missing during sessions. To minimise the risk of this happening staff will carry out periodic head counts, particularly when transporting children between locations.

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

● Ensure that all other children continue to be supervised appropriately while a search for the child concerned is carried out.
● If there is concern that the child could be in immediate danger (for example, seen getting into a stranger's car) Police, Safeguarding Lead and Security at location will be contacted immediately. Parents will also be notified at this point.
● If no evidence of immediate danger, inform manager and safeguarding lead, plus other members of staff on duty. Onsite security to be informed (for example, at the university).
● Staff will conduct a thorough search of the premises and surrounding area, allocating each individual to a specific area. Ensure all those searching are contactable by phone/radio and report back to Safeguarding Lead within 10 minutes with any information.

● After 10 minutes the police will be informed.
● The manager/Safeguarding Lead will then contact the child's parents or carers. Reassure that everything is being done to locate the child.
● Make note of the circumstances in which the child has gone missing, and where they were last seen. Prepare a detailed description of the child/young person, to include hair and eye colour, approximate height and build, and clothing they were wearing. If a recent photograph is available of the child/young person, this would be helpful to share with police and outside agencies involved in the search.
● Staff will continue to search for the child whilst waiting for the police and parents to arrive.
● We will continue to maintain as normal a routine as possible for the rest of the children/young people at the activity.
● The manager/Safeguarding Lead will liaise with the police and the child's parent or carer.
● Once the child/young person is located, ensure to inform all adults involved, including the parents, searchers and police, when the child/young person is found

The incident will be recorded in the **Incident Log (saved within Management (operations and admin folder)** . 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.

If the police or Social Care were involved in the incident, we will also inform Ofsted.

Useful numbers

Police: 999
Social Care: B&H 01273 290400 ESCIS 01273 335906 or 01323 462 222
Ofsted: 0300 123 1231
Sussex University Security Team (24/7) : Tel: 01273 678234

Contact details:

Designated Person (Contact details for if off site)
SENAY SMALLWOOD DSDT DESIGNATED SAFEGUARDING LEAD ON 01323 893323
sensmallwood.dsdt@gmail.com

Registered charity and correspondence address: 13 Saltwood Road, Seaford East, Sussex BN25 3SP

Main office: Chyngton Methodist Church, Millberg Road, Seaford, East Sussex, BN25 3ST

Second office: Unit Number 1b, The Sussex Innovation Centre, Falmer, Brighton, East Sussex, BN1 9SB

Tel: 01323 893 323 / 01323 890 654

Website:
www.downsyndromedevelopment.org.uk

Email:
hello@downsyndromedevelopment.org.uk

DSDT Charity Policies | Down Syndrome Development Trust UK

Down Syndrome Development Trust

Company Number: 08346182

Registered Charity Number: 1155830

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