

This policy was adopted on	Signed on behalf of BASK	Date for next review
19 August 2021	Andy McEwing	August 2025

BASK Lost Child Procedure

At **BASK** we are committed to promoting children's safety and welfare. In the unlikely event of a child going missing within/from BASK, or on an outing/visit, the following procedures which will be implemented immediately:

- All staff will be aware of the procedure when a child goes missing and supply information to support the search, e.g. a recent photograph and a detailed description of clothing
- BASK manager will be informed immediately and all staff present will be informed. Some staff will be deployed to start an immediate thorough search of the premises, followed by a search of the surrounding area, whilst ensuring that some staff remain with the other children so they remain supervised, calm and supported throughout
- If the child goes missing during an outing, any on-site security personnel will also be informed and a description given
- The manager will call Police Scotland on 999 as soon as they believe the child is missing and follow police guidance. The parents of the missing child will also be contacted immediately
- During this period, available staff will be continually searching for the missing child, whilst other staff maintain as near to normal routine as possible for the rest of the children in BASK.
- The manager will meet the police and parents

In the unlikely event that the child is not found, staff at BASK will follow the local authority and police procedures

- Any incidents must be recorded in writing as soon as practicably possible including the outcome, who was lost, time identified, notification to police and findings
- The Care Inspectorate must be contacted and informed of any incidents
- With incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience, management will provide this or seek further support where necessary
- In any cases with media attention, staff will not speak to any media representatives. All communications with the media will be through the Proprietor
- Post-incident risk assessments and 'lessons learned' exercises will be conducted following any incident of this nature to limit any chance of recurrence.