

Caban Y Faenol CYF

Preventing Children from Wandering/Lost Child Policy

Aim

The aim of Caban Y Faenol is to ensure that children remain within the building and environment without the possibility of them wandering from the site. Caban Y Faenol should ensure that robust procedures are in place and that all staff know how to react when a child wanders from the site.

For details of the steps to follow if a child goes missing away from the site, refer to the **Transporting Children Policy**.

Principles

Keeping children safe and secure in every situation is an important part of respecting their rights (as laid out in the United Nations Convention on the Rights of the Child). In particular:

Article 3	All organisations concerned with children should work towards what is
Article 19	Governments should ensure that children are properly cared for, and protect them from violence, abuse and neglect by their parents or anyone else who looks after them
Article 23	Children who have any kind of disability should have special care and support so that they can lead full and independent lives
Article 31	All children have a right to relax and play, and to join in a wide range of activities.

Code of Practice

Caban Y Faenol will:

- undertake a comprehensive risk assessment.
- ensure that children cannot open or close doors on their own – handles or bolts should be out of the children's reach. Any doors which lead off the site should remain closed at all times.
- ensure that windows are secure and that children cannot open them. Any open windows should be fitted with a security handle.
- ensure that any outdoor play area is secure and that children cannot open any door/gate.
- inspect the room/building prior to every session to ensure that the site is secure, e.g. ensure that emergency exits are closed properly, and that no low level windows are open.
- ensure that the Manager or person in charge has established an order where specified staff members take charge of registering children as they arrive.
- ensure that the Manager or person in charge has established an order where specified staff members take charge of registering children as they leave the setting in the care of an adult who is responsible for them.

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Steps to take if a child is found to be missing from the setting:

- Check the register to ensure that the child should still be in attendance and that no one has already collected the child.
- Ask all staff to confirm that a parent/carer/guardian hasn't already collected the child.
- Perform a detailed search at the setting, inside and outside.
- Ask the other children in a sensitive manner in order to discover if they have seen the child in question leaving the building.
- Ensure that efficient supervision of the other children is in place while the search is undertaken.

If the child is still not found, take the following steps immediately:

- contact the police
- contact the parents/carers/guardians
- contact CIW

Following the incident the Manager should prepare a written report about the incident and review the risk assessment.

Steps to take if a child goes missing away from the setting:

Refer to the Transporting Children Policy.

Associated Policies

Transporting Children Policy