Positive Progress Tuition

Positive Progress Tuition

(“Study Centre”)

**Operational policies**

Margaret M Rude

(“the Instructor”)

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Carried out by: Margaret Rude

Amendments: N/A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Introduction**

The welfare of all of the children at the Positive Progress Tuition Centre (“Study Centre”) is our primary concern. All staff who work at the study centre have been trained to understand their responsibility for helping to keep all of the children safe at all times.

**Missing children**

**Staff are aware that missing children could potentially be at risk of abuse or neglect. Staff are alert to that possibility and will notify all relevant authorities if it is deemed necessary.**

Procedures in this document include those for missing children, children not collected on time and a wandering child in the study centre.

The Instructor will ensure that the study centre will be safe and secure at all times. The staff have relevant child safeguarding training and are present in adequate numbers for safe supervision.

No unauthorised person will be able to enter the study centre and steps are taken to prevent intruders entering the premises. There are security systems in place and signing in/out procedures. Access to the main building is controlled by Reception that is manned at all times during class hours. There is a talk system in place to communicate between classroom and reception (Alexa dot). Coded door access is in place throughout the building to manage access to areas, and all children must be escorted ensuring children cannot leave the centre unattended. There is only one main access point into and out of the building and that is via reception.

Access into the Study Centre is via the manned Reception where students have to be signed in using the sign in Ipad. There is no waiting area for parents/carers. All parents/carer have been informed when registering children to the centre they must arrive 5 minutes prior to the session end time.

Access to the classroom area is via and coded door access and there is no access allowed for anyone other than Positive Progress staff and students during class times.

**PARTONE**

**MISSING CHILD POLICY**

The children are only released into the care of individuals pre-arranged and named by the parents. Except where there is written consent from parents that their child aged 11 or above can leave the study centre unaccompanied.

Children do not leave the study centre unsupervised, for example an assistant will escort a child to where their parent is waiting. In the event that a child is missing, the Instructor and staff will follow the guidance given in the Missing Child Policy. For children not collected on time and for a wandering child, see the procedures set out below.

All new staff receive a thorough induction into the importance of effective supervision of children under the age five.

**Actions to be followed by the Instructor and staff if a child goes missing**

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child was found to be missing, we would carry out the following actions (with a record kept of each action):

1. If the child is under the age of five the police will be called within ten minutes on 999. If under eight, after ten minutes, and 20 minutes maximum for older children.
2. Inform the Instructor (who is also the Lead)
3. Check the register in order to ensure that all the other children are present.
4. Without causing alarm ask the receptionist and other class assistants if they have seen the child.
5. If the study centre is in a multi-user building, consult the receptionist for the main building and inform them of the missing child. Ask them to implement their procedures in order to search for the child. This should include a search of other rooms, toilets and communal areas.
6. At the same time, arrange for as many staff as possible, (whilst ensuring the children in the study centre have adequate supervision) to carry out a thorough search, both inside and out of the study centre and main building, carefully checking all spaces, including cupboards, rooms, communal areas and washrooms where a child might hide.
7. If the child’s home is within walking distance, a member of staff would set out on foot or in a car, to attempt to catch up with him/her and staff will drive along the main roads to check.
8. Check the student records of the missing child for any relevant details that might have a bearing on the situation (e.g.any court orders in place against either parent, the medical condition of the child etc.)
9. Carry on class by occupying all of the other children in the study centre as normal.
10. Without causing alarm, ask the children attending the study centre, calmly, if they can tell us when they last remember seeing the child and whether the child was happy or unhappy.
11. A phone call must be made to the child’s parents (or guardian), explaining what has happened and describing the steps that have been set in motion and inviting them to come to the study centre at once.
12. Note the names of those involved in the search and record actions. If child still not found liaise with the police and support parents. Await advice from the police and social services.
13. Inform senior management
14. If the child is injured, a report would be made under RIDDOR to the HSE.

A full record of all activities taken up to the stage at which the child was found should be recorded in an incident report. Witnesses would be interviewed by the police and asked to provide written statements. If appropriate, procedures would be adjusted.

**Actions to be followed by staff once the child is found**

1. The Lead will contact the parents and any emergency services involved.
2. Talk to, take care of and, if necessary, comfort the child. The police, if involved, will advise further actions
3. Inform all staff that the child has been found.
4. The Lead will speak to the parents or guardian to discuss events and give an account of the incident if this does not involve a police investigation.
5. The Lead will organise a full internal investigation (if appropriate involving Social Services). This will require staff written statements about the events.
6. Media queries should be referred to the Lead and HR manager. No other member of staff shall speak to, or give any information to the media.
7. The final report should be detailed covering: time, place, numbers of staff and children, when the child was last seen, what appears to have happened, the length of time that the child was missing and how s/he appears to have gone missing, and an action plan to address any  security issues for the future.

**PARTTWO**

**PROCEDURES TO BE FOLLOWED BY STAFF WHEN A CHILD IS NOT COLLECTED ON TIME**

If a child is not collected within 15 minutes of the agreed collection time, the Instructor will call the contact numbers for the parent or guardians. If there is no answer, the Instructor will begin to call the emergency numbers for this child.

During this time, the child will be safely looked after in a public place. The Instructor will not travel away from the study centre with the child.

If there is no response from the parents' or carers' contact numbers or the emergency numbers within 30 minutes of the study centre closing the Instructor will contact the police for assistance. The Instructor will make a full written report of the incident including dates, times, and how the incident was resolved.

**PART THREE**

**PROCEDURES TO BE FOLLOWEDBY STAFF WHEN FINDING A CHILD UNSUPERVISED IN STUDY CENTRE**

**‘WANDERING CHILD’**

On discovering a child wandering around the study centre without supervision or in suspicious circumstances:

1. ASK where they are going/where they are supposed to be.
2. Check with the parents in the waiting area if the child is with them.
3. ACCOMPANY the child to the care of a responsible adult (if in a multi-user building this will be the reception of the main building).I t is not advisable to send them to another unsupervised place such as another communal room unless you are to join them directly. The reception (if there is a receptionist) or classroom or office generally are the most suitable places, as checks may be made in order to determine if the child is a sibling of a child or young person at the study centre. If the child’s parent cannot be located the police or local statutory agency should be notified, the incident should be recorded.

No wandering child will be able to leave the study centre unsupervised. Children and young people should always be under the supervision of a member of staff or parent when moving around the study centre.