



Missing In Care Policy

We will only release children into the care of individuals who have been notified to us by the parent. A password will be used in circumstances whereby staff have not met the individual previously.

In the unlikely event of a child going missing within/from Cornerstone Learning premises, we have the following procedure 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
- 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.
- A director will call the police as soon as they believe the child is missing and follow police guidance. The parents of the missing child will also be contacted.
- A director will meet the police and parents and then await instructions from the police.
- In the unlikely event that the child is not found Cornerstone Learning will follow the local authority and police procedure
- 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.
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- Ofsted will be contacted and informed of the incidents.
- Cornerstone Learning will provide support and reassurance to staff, carers, parents and staff following the traumatic experience.
- In any cases with media attention staff will not speak to any media representatives
- Post-incident risk assessments will be conducted following any incident of this nature to enable the chance of this reoccurring being reduced.

Quality Assurance

Cornerstone Learning will ensure that systems are in place to monitor the implementation of and compliance with this policy and accompanying procedures.



The directors will ensure action is taken to swiftly remedy any identified weaknesses within its procedures.

Policy Dates

This policy was written and takes effect February 2024

Paulina Malolepsza BSc
Director at Cornerstone Learning CIC