

Amplified Arts Academy Missing Child Policy

Date: 27th May 2023

Last updated: 13th June 2023

At Amplified Arts Academy, we prioritise the safety of children and take every precaution necessary to ensure that the children in our care do not leave a session unaccompanied.

No child under the age of sixteen (16) years is permitted to leave the premises unaccompanied without the prior expression written permission from a parent/guardian. Permission for children over 11 can be given at the point of registration.

Action must take place immediately in the case of a missing child and the chances of finding a missing child safe are greatest if the child's absence is soon discovered. In the unlikely event that a child is noted to be missing from our premises, AMP's missing child procedures ensure the most effective resolution which is as follows:

Stage One

A systematic search will start promptly, ensuring all available staff check toilets, shared areas, and rooms to ensure the child is not hiding or locked in anywhere. If the child is not found, one member of staff will inform the AMP on-site Manager and the AMP Director. Staff will ensure all other pupils are kept safe and closely supervised throughout. Staff should remain calm in the event of a child being reported missing.

Stage Two

If stage one was completed without resolution (no more than 10 minutes), AMP Staff will contact the police and parents/carers. From here, the police will lead the response to the incident. AMP Staff should liaise with the police, parents and Hillsong Senior Management

Stage Three

AMP should communicate the incident to the appropriate Local Authority Office. A written record of the incident and any action taken should be made as soon after the incident as practicable and placed in the pupil's record which will be stored securely. A representative of Hillsong and the AMP Director should conduct an internal investigation to establish how the situation occurred, how effective the response was and whether action could be taken to ensure it does not happen again.

AMP must record information such as, but not limited to:

- What happened
- What systems are in place for preventing such occurrences
- What we did, at what time and in what order
- Who we informed and when

Amplified Arts Academy is an initiative of Hillsong Church. Company No: 05487537 Charity No: 1120355
T: 07435338600 E: info@amplifiedartsacademy.com W: www.amplifiedartsacademy.com



We will cooperate fully in any investigation, recording any incidents in our incident log.

Following an incident, we will review our current procedures and evaluate processes and make necessary adjustments to ensure future effectiveness.

Amplified Arts Academy is an initiative of Hillsong Church. Company No: 05487537 Charity No: 1120355
T: 07435338600 E: info@amplifiedartsacademy.com W: www.amplifiedartsacademy.com

