



MISSING CHILDREN *Policy*



**BANBURY
MADNI MASJID**

ABU HASSAN HANIF

SAFE GUARDING LEAD



**BANBURY
MAKKAH MASJID**

BASHARAT HUSSAIN

JOINT DEPUTY



YASMIN KADUJI

ADMIN



**BANBURY
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MISSING CHILDREN

Introduction

Banbury Madni Masjid is committed to safeguarding and promoting the welfare of every child attending the mosque, Madrasah, community events and organised activities. We recognise that a missing child incident requires an immediate and coordinated response. This policy sets out the procedures and responsibilities to protect children, minimise risk, and fulfil our safeguarding duty of care.

Purpose

This policy aims to:

- Protect the safety and welfare of children.
- Provide a clear procedure for responding to a missing child.
- Ensure a rapid and coordinated response.
- Minimise risks to children.
- Support safeguarding and legal compliance.
- Promote confidence amongst staff, volunteers and parents.





MISSING CHILDREN

Scope

This policy applies to:

- Trustees
- Designated Safeguarding Lead (DSL)
- Imams
- Staff
- Volunteers
- Madrasah teachers
- Event organisers
- Parents and carers
- Contractors and visitors (where applicable)

Definition of a Missing Child

A missing child is any child whose whereabouts are unknown and who cannot be located after reasonable checks have been completed.

- A child cannot be found during activities.
- A child leaves the supervised area without permission.
- A child becomes separated from the group.
- A child fails to return from an authorised area.
- The child's location is unknown.



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Roles & Responsibilities

Trustees

- Ensure appropriate safeguarding arrangements are in place.
- Support policy implementation and review.
- Monitor safeguarding compliance.

Designated Safeguarding Lead (DSL)

- Lead the response to missing child incidents.
- Coordinate communication with parents and emergency services.
- Maintain incident records.
- Refer safeguarding concerns where necessary.

Staff & Volunteers

- Supervise children appropriately.
- Follow registration procedures.
- Report concerns immediately.
- Follow the Missing Child Procedure without delay.



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Parents/Carers

- Provide accurate emergency contact details.
- Follow collection arrangements.
- Inform staff of any changes affecting collection or attendance.

Preventive Measures

To reduce the risk of a missing child:

- Maintain accurate attendance registers.
- Operate sign-in and sign-out procedures.
- Ensure appropriate supervision ratios.
- Clearly allocate staff responsibilities.
- Secure entrances and exits where appropriate.
- Operate visitor management procedures.
- Complete suitable risk assessments.
- Ensure staff understand safeguarding responsibilities.
- Agree authorised collection arrangements.
- Regularly monitor children during activities.

Missing Child Procedure

If a child is believed to be missing:

- **Stay calm** and immediately inform the responsible member of staff.



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- **Notify the Designated Safeguarding Lead (DSL).**
- **Check attendance registers and sign-out records.**
- **Conduct an immediate search** of classrooms, prayer areas, toilets, outdoor spaces and surrounding safe areas.
- **Confirm the child's last known location** and identify who last saw the child.
- **Contact the parent or carer** to establish whether the child has already been collected or located.
- **Call Police (999)** immediately if:
 1. The child cannot be found quickly.
 2. There is concern for the child's immediate safety.
 3. The child is particularly vulnerable.
- Continue supervising all remaining children.
- Record every action taken throughout the incident.

Emergency Response

Where emergency services are contacted:

- Provide the child's full name and description.
- Give the child's age and any known vulnerabilities.



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- State the last known location and time seen.
- Explain actions already taken.
- Preserve relevant information and evidence.
- Cooperate fully with emergency responders.
- Keep internal communication clear and coordinated.

Communication with Parents

- Inform parents/carers as soon as reasonably possible.
- Provide accurate and factual updates.
- Remain calm and supportive.
- Protect confidential information.
- Maintain communication until the incident is resolved.

Incident Recording

A written record should include:

- Date and time of the incident.
- Child's details.
- Circumstances of the incident.
- Actions taken.
- Individuals informed.





MISSING CHILDREN

LAST UPDATED: JULY 2026

- Time the child was located.
- Outcome of the incident.
- Lessons learned and recommended improvements.

Monitoring & Review

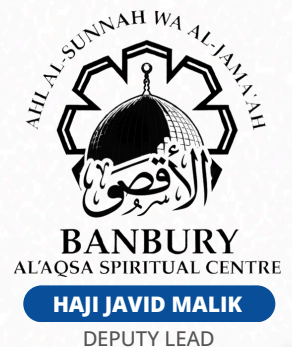
This policy will be:

- Monitored regularly by the Trustees and DSL.
- Reviewed at least annually.
- Updated following incidents or significant changes.
- Amended to reflect current legislation and safeguarding guidance.
- Used to support continuous improvement.

Contact Details

For more information on safeguarding at Banbury Madni Masjid or to report a concern, please contact:

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