

Discovering the CYP is missing:

Immediate Actions:

If CYP attempting to abscond:

Staff member to alert team of suspected attempt to abscond. Team member will alert security and inform the nurse in charge). A designated nurse will confirm with team member if they have their mobile phone with them and follow CYP off the ward if CYP is visible. Team member to remain with the CYP if it is safe to do so, whilst they are on the hospital premises.

If CYP is not visible:

- Inform the nurse in charge.
- Instigate immediate search of the ward including all clinical and non-clinical areas and the playground.

If not found:

- Alert Security and request a review of CCTV footage of exits and entrances to the ward, the hospital and where possible hospital grounds.
- Ward staff to consider extending search to include children's entrance, Restaurant, the main foyer and main entrance.

If CYP not found within 10 mins:

Contact the Police and request a welfare check. Inform the Police of:

- Detailed description of CYP, physical characteristics, clothes worn
- Home address, and if known any other locality the CYP may go to
- Current health concerns e.g. is CYP physical health at risk if they do not return to hospital. Is the CYP neurodivergent, have learning disabilities, etc.
- Current risk assessment and known (previous) risk-taking behaviour,
- Any additional safeguarding concerns e.g. Child in Need, Risk of CSE etc.
- If missing CYP is subject to Mental Health Act
- Document Police incident log number

Inform person with parental responsibility (if not already present on the ward)

Follow up actions:

Inform:

IN HOURS: (09.00-17.00)

- Ward Manager
- Matron
- Consultant responsible for CYP clinical care
- Divisional Director of Nursing for Women and Children
- Children's Social Care
- CAMHS (if CYP is known to them)
- Acute Trust Safeguarding Team (use generic email address)

OUT OF HOURS: (17.00 – 09.00 HRS)

- Inform Site Manager via bleep 401 or via Capacity Hub on 30826
- **Emergency Duty Team for Children's Social Care**

Complete:

- Medical records, including record of Police Incident Log number
- Clinical Incident Report via Datix system – include time of absconding noted, how / route taken when the CYP exited the ward (if known), actions taken and if appropriate time of return to ward

Risk Assessment:

CYP found:

- Ensure that person with Parental Responsibility is aware that the CYP has been found.
- Paediatrician and nurse in charge to assess if ward is a suitable environment for the CYP to return to.
- Update risk assessment to reflect the CYP's current status
- Give the CYP an opportunity to debrief.