

Absent or Lost Child

Our club has the highest regard for the safety of the children in our care. Staff will always be extremely vigilant of the potential for children to go missing.

This policy sets out the steps we undertake to check this:

A member of staff will make every effort to ascertain the whereabouts of children booked in but not arrived at the club. For children unaccounted for, the Manager will follow the procedures below:

- Check child was in school via teacher/ office/class register
- Contact the parents for confirmation, the child is where they are supposed to be
- If unable to contact parents and unable to confirm where child is, contact the police and follow procedures below for Lost Children.

Members of staff will undertake periodic head counts, especially at the transition points between sessions (in addition to the registration procedures set out in the Arrival and Departures policy).

Lost child- from setting premises

In the unlikely event of a child missing within/from the club, the following procedure will be implemented immediately:

- All staff within the vicinity will be informed and an immediate thorough search of the club will be made, followed by a search of the school and then the surrounding area. The staff team will be careful not to create an atmosphere of panic and will ensure that the other children remain safe and adequately supervised.
- A staff member will notify the Manager, who will nominate two members of staff, one male and one female if available, to continue searching the area surrounding the premises (mobile phones will be needed). All staff will be extra vigilant to any potentially suspicious behaviour or persons in and around the Club.
- The Manager will carry out an independent search of the area.
- If, after 15 minutes of thorough searching the child has still not been accounted for, the person in charge will contact the parents/ carers of the missing child.
- If the child is still unaccounted for the Manager will contact the police.
- While waiting for the police and the parent/carer to arrive, searches for the child will continue. During this period, other members of staff will maintain as normal a routine as possible for the rest of the children at the club.
- The Manager will be responsible for meeting the police and the missing child's parent/carer. The manager will co-ordinate any actions instructed by the police, and do all they can to comfort and reassure the parents/carers.
- Once the incident is resolved, the Manager and the staff team will review relevant policies and procedures and implement any necessary changes (paying particular note to the relevant provisions of the club's Site Security and Risk Assessment policies).



- Any incidents must be recorded in writing on an Incident Record Form (filed with the child's records), and in cases where either the police or social services have been informed, Ofsted will also be notified, as soon as is practicable.