

# Bowerham Kids Club

## Missing Child Procedure

At Bowerham Kids Club our staff are always alert to the possibility that children can go missing during sessions. To minimise the risk of this happening staff will carry out periodic head counts, particularly when transporting children between locations (eg walking through school to the Club). The Club also asks that parents inform the Club directly if their child is not attending or will be late to the Club.

- Staff will initially check with the class teacher if the child has attended school that day or if they have seen the child go home from school.
- Staff will check to see if the child is attending a club in school.

If a child cannot be located, the following steps will be taken:

- If the child is still missing All staff will be informed that the child is missing (including school).
- Staff will conduct a thorough search of the premises and surrounding area.
- After 10 minutes the police will be informed. The manager will then contact the child's parents or carers.
- Staff will continue to search for child whilst waiting for the police and parents to arrive.
- We will maintain as normal a routine as possible for the rest of the children at the Club.
- The manager will liaise with the police and the child's parent or carer.

The incident will be recorded in the **Incident Log**. A review will be conducted regarding this and any other related incidents along with relevant policies and procedures. We will identify and implement any changes as necessary.

If the police or Social Care were involved in the incident, we will also inform Ofsted.

### Useful numbers

Police:

Social Care:

Ofsted: 0300 123 1231

This policy was adopted by:	Date:
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To be reviewed:	Signed:
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Written in accordance with the EYFS welfare requirement: *Safeguarding and promoting children's welfare.*