

## Wickwar Out of School Club Missing Child Procedure

At **Wickwar Out of School Club** we are always alert to the possibility that children can go missing during sessions. To minimise the risk of this happening staff will carry out a daily risk assessment during which boundary gates are checked. Children will be checked in and out of the setting by a staff member.

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

- All staff will be informed that the child is missing.
- The other children will be brought into the main room of the club, and a register taken immediately
- 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 the 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 most senior member of staff will liaise with the police and the child's parent or carer.

**The incident will be recorded using the 'Missing Child Record of Incident' form**

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 emergency: 999

Police non emergency: 101 or 01452 726920

Social Care (child protection): First Point Team 01454 866000

Ofsted: 0300 123 1231

This policy was adopted by: <b>Wickwar Out of School Club</b>	Date: 4/3/2015
To be reviewed: 4/3/2016	Signed:  Chair of Management Committee

*Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Information for parents and carers [3.73]*

## Wickwar Out of School Club Missing Child Record of Incident

<b>Details of missing child:</b> Name: Address:  <div style="text-align: right;">Postcode:</div> Tel:  Parent/carer's name	<b>Record completed by:</b> Name: Address:  <div style="text-align: right;">Postcode:</div> Tel:  Job title
<b>Date it happened:</b> Date:	
<b>Time:</b>	
<b>Where did the child go missing from?</b>	
<b>Describe the events:</b>	
<b>Who else was present in the setting (include visitors and other parents collecting children)?</b>	
<b>What action was taken?</b>	
<b>Record completed by: (Signature)</b>	<b>Record read by: (Signature of parent or carer)</b>
<b>Date:</b>	<b>Date:</b>

*This form should be filed with individual child records*