

LOST CHILD PROCEDURE

Applies once a child HAS Arrived at Club (see NO SHOW policy for children who fail to arrive)

Children Act regulations 1989 – you must have procedures to be followed in the event of a child being lost.

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 periodic head counts, particularly when transporting children between locations (eg walking from the school to the Club).

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

- All staff will be informed that the child is missing.
- Staff will conduct a thorough search of the premises and surrounding area, where possible gaining assistance from the host school.
- After 10 minutes the police will be informed. The Supervisor will then contact the child's parents or carers and then finally inform senior management.
- 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 Supervisor 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, Senior Management will also inform Ofsted.

Useful numbers

Police: 999