



DEBS OUT OF SCHOOL CLUBS

MISSING CHILD POLICY AND PROCEDURE

The club is committed to ensuring the safety of all children who attend our club. In accordance with our arrival and collection policy:

- Parents / carers must contact the manager to notify her of any changes regarding attendance / non-attendance of their child.
- The school teachers and children will know the club staff.
- Only persons named in writing on the contract & registration form completed by the parent / carer will be able to take the child from club.
- Club staff will arrive promptly at specific collection points with the register and promptly mark the child in.
- Parents are asked to sign the child out (including a time) on collection of the child.
- The manager will ensure that the children are signed in and out of club.
- A daily register is taken at the start of every session to ensure that all children that are booked in are present. This is repeated at regular intervals during trips out.
- Regular head counts are made throughout the session.
- Risk assessments of the premises and activities are undertaken before the children arrive at the setting.
- During trips, children are allocated to certain members of staff with higher than normal ratios.

Child missing from club sessions / during trips:

- The staff member allocated to look after the child will inform the club manager.
- The manager will make enquiries with relevant members of staff as to when the child was last seen and where.
- During trips, inform the manager of the premises and recruit further support including tannoy announcements.
- Ensuring that the remaining children are sufficiently supervised and secure, one or preferably two members of staff should search the building, outdoor premises and immediate vicinity. The member of staff supervising the other children should ensure that they remain calm and not distressed.
- If the child cannot be found within 15 minutes (shorter if in busy area) then the police and parent / carer are informed. When the police arrive, their instructions will be followed.
- Whilst awaiting the police, the search is continued, widening the search area and keeping in touch by mobile phone.
- An incident form is completed immediately after the event explaining exactly what happened. All the staff present, the child's parent / carer and the police should sign it and all records are filed in accordance with the health and safety legislation. The document will be stored confidentially and be kept in accordance with our Data Protection Policy. The document will be made available to CSSIW and parents of the child.
- CIW will be informed on the same day as the incident.
- Once the situation has been resolved, all members of staff review the reasons for it happening and the club will ensure any necessary measures are taken to prevent it from happening again.
- The club's insurance company is notified.

Child missing from a school collection point:

If a child has been booked into the club but is missing from the agreed collection point, the following procedure is followed:

- Inform the club manager immediately.
- The school is informed immediately and the parent / carer is contacted.
- If the child's whereabouts remain unknown, the head teacher (or senior member of the school staff) is informed and the school is searched.
- Ensuring that the remaining children are sufficiently supervised and secure, one or preferably two members of staff should search the building, outdoor premises and immediate vicinity of the school / collection point. The member of staff supervising the other children should ensure that the children remain calm and not in distress.
- If the child cannot be found within 15 minutes, then the police are informed.
Follow all other procedures of child missing from club session / during trips.

Precautions are taken to avoid these situations occurring by:

- The children wearing high visible vests during outings.
- Children are asked to walk in two's with a member of staff in front and a member of staff behind the children.
- On outings children wear bands with the club's mobile on them.
- Children are taught through club activities about the dangers of wandering off and talking to strangers.
- All trips will be risk assessed.