

## **Extended Services**

### **Missing Child Procedure**

**Policy adopted in August 2007, to be reviewed Summer 2026**

#### **Aim**

We have a high regard for the safety of the children in our care. Staff will always be aware of the potential for children to go missing. Even when all precautions are properly observed emergencies can still arise therefore the following procedure is in place. Staff will undertake periodic head counts, especially at the transition points between sessions.

All children are reminded to inform Runway Club staff they are attending a club each day and are marked off on the register.

Parents are asked to inform Runway Club if they are collecting children straight from school.

#### **Procedure if child fails to arrive at the Runway Club.**

A member of staff to check with the school office or class teacher to see if the child has attended school that day.

If the child has been in school and is not attending another school club before they attend Runway Club the manager or member of staff are to contact the Parent/Carer immediately whilst two members of staff search the grounds.

If this does not result in finding the missing child within 15 minutes the Extended Services Manager/Deputy will call the Parent/Carer and police.

#### **Procedure if a child is missing.**

All staff will be alerted that a child has gone missing and will identify who has gone missing.

The staff will gather the rest of the children together and if appropriate ask if anyone has seen the missing child.

Staff will inform the Extended Services Manager/Deputy of the situation and have details of the missing child re. Name, age, description of clothing and when and where they were last seen.

Two members of staff are to search for the child in the building and surrounding grounds.

The rest of the staff will quietly occupy the other children being careful not to create an atmosphere of panic and ensuring that the other children remain safe and supervised.

If the child is not found within 15 minutes the Extended Services Manager/Deputy will call the Parent/Carer and police.

The Manager/Deputy will be responsible for meeting the police and missing child's parents/carers and 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 staff team will review all relevant policies and procedures and implement any necessary changes.

### **Procedure for missing child on a visit off site.**

Gather all the staff and children together. Establish details of last sighting of the child and description of clothing with all the staff and children. Search local vicinity and contact the setting immediately.

If the child is not found within 15 minutes the Extended Services Manager or senior member of staff will call the Parent/Carer and police.

All incidents will be logged.

Ofsted will be informed.