

### Missing Child policy

At Knutz Out of School Club we are always alert to the possibility of a child going missing during a session.

**Measures in place to minimise the risk of a child going missing include:**

- Collecting infant children from their classroom
- Escorting the youngest children to the toilet
- Ensuring playground gates are secured before allowing children out to play.
- Carrying out periodic headcounts

**If an infant child booked to attend After School Club is not in class for collection:**

The staff member collecting will find out if the child was absent, has been collected from school or has gone to another activity before club. If they have gone to another activity the manager must be informed so we can arrange to collect the child from the activity if required. If the child was absent or already collected the parent will be sent a text message to inform them their child did not arrive for the session.

**If a junior child booked to attend After School Club does not arrive for their session:**

If the child has not arrived by 15:25, the manager will delegate a member of staff to try to find out if the child was in school, has gone home or has gone to another after school activity. If they are unable to locate the child the parent will be sent a text message to inform them their child did not arrive for the session.

**If a child cannot be located during the session, the following procedure is followed:**

- All staff will be informed that the child is missing.
- 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 guardians.
- 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 manager will liaise with the police and the child's parent or guardian.

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 implement promptly any changes we identify are necessary.

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

**Useful Numbers**

Local Police:	01707 354000
HCC Social Care:	0300 123 4043
Ofsted phone no:	0300 123 1231

Policy adopted by	<b>Knutz Out of School Club</b>
Version adopted	01 December 2021
Due for review	January 2023

Signed: \_\_\_\_\_  
Owner/Manager