

# Core Kids Club

## Missing Child Procedure

At Core Kids 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 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:

1. As soon as there is a suspicion that a child is missing the whole group, must be brought together and an accurate register check and head count made to ensure that a child is actually missing. The check must be visual as well as written to avoid the possibility of one child, for whatever reason, answering another child's name
2. If it becomes clear that a child is missing the members of staff in charge should ask all other staff and the other children if they know the whereabouts of the child, or if he/she has said anything to indicate where they may be. This must be done in a low-key, non-alarmist manner
3. Acting on any information received, staff must make an immediate search of the location and surrounding area. The remainder of the staff must keep children occupied. If the lost child is not found quickly the members of staff in charge must contact both area manager and the child's parents/ carers and inform them of the situation. If the parent/ carers do not know the child's whereabouts, then the police must be contacted via 999
4. Staff must give the police assistance in searching for the child, whilst at the same time ensuring the safety of the remainder of the group, and keeping on contact with the child's parents
5. Staff must remain on site until the end of the activity and afterwards until the situation is resolved, unless permission is given by the police to leave the scene
6. No information is to be given to the media. All requests for information must be referred to the office or Johnny Goddard. It is important however for all members of staff to keep an accurate record of events and times as they occur
7. At the conclusion of the events the member of staff in charge of the activity must convene a meeting with all staff involved to discuss measures to be taken to ensure a similar situation does not occur again. Senior members of staff must be involved and a written report provided and recorded.

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, we will also inform Ofsted.

Useful numbers

Police: 999 Loddon Valley Police Station - 01865 841148  
Social Care: 0118 908 8002  
Ofsted: 0300 123 1231

This policy was adopted by: Core Kids Club Ltd on 12/12/22  
To be reviewed: 12/12/23

Date: 12/12/22

Signed:

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2021):  
Safeguarding and Welfare Requirements: Information for parents and carers [3.74] .