



Walker Children's Club

Missing Child Procedure

At Walker Children's 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 e.g. walking from the school to the Club (see Arrivals and Departures Procedure).

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.
- After 10 minutes the police will be informed. The manager will then contact the child's parents or carers.
- 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 carer.

When reporting a missing child to the police or other agencies the following information should be made available:

- A description of the child (name, date of birth, physical appearance). Recent photograph, if possible
- When the child was last seen and with whom
- Family addresses
- Known acquaintances

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 or 101

ELSCB Tel: 0208 379 2767

NSPCC 24 hour emergency service Tel: 0808 800 5000

Ofsted: 0300 123 1231

This policy was adopted by: Walker Children's Club	Date: Feb 2019
To be reviewed: Feb 2020	

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Information for parents and carers [3.73]* .