

# Oakdale After School Care Club

## Missing Child Procedure

Oakdale After School Care Club has the highest regard for the safety of the children in our care. Staff will always be extremely aware of the potential for children to go missing during sessions or outings.

Even when all precautions are properly observed, emergencies can still arise. Therefore members of staff will undertake periodic head counts, especially at the transition points between sessions (in addition to the registration procedures set out in the Arrival and Departures policy) and on outings.

### Lost child - from setting premises (Term Times)

- In the unlikely event of a child not turning up for registration from their classroom (**Junior children only**)
- The manager/deputy will be informed, who will then go to the class teacher/school office to find out the whereabouts of that child. If they are unsure an immediate thorough search of the setting and the surrounding area will be made, the Head teacher will also be notified
- The manager/deputy will also contact the parents/carers of the missing child
- If the child has still not been accounted for, the police will be contacted
- While waiting for the police and the parent/carer to arrive, searches for the child will continue. During this period, other members of staff will maintain as normal a routine as is possible for the rest of the children at the setting.
- The manager will be responsible for meeting the police and the missing child's parent/carer. The manager will co-ordinate any actions instructed by the police, and do all they can to comfort and reassure the parents/carers.

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.

### Lost child - from setting premises (Holiday Times)

In the unlikely event of a child going missing within/from setting the following procedure will be implemented immediately:

- All staff present will be informed and an immediate thorough search of the setting will be made followed by a search of the surrounding area. The staff team will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised.
- A staff member will notify the person in charge, whilst other staff continue searching

- The person in charge will carry out a second search of the area
- If the child has still not been accounted for, the person in charge will contact the police
- The person in charge will also contact the parents/carers of the missing child
- While waiting for the police and the parent/carer to arrive, searches for the child will continue. During this period, other members of staff will maintain as normal a routine as is possible for the rest of the children at the setting.
- The manager will be responsible for meeting the police and the missing child's parent/carer. The manager 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 the staff team will review relevant policies and procedures and implement any necessary changes (paying particular note to the relevant provisions of the setting's Site Security and Risk Assessment policies).
- Any incidents must be recorded in writing in the Incident Record Book, and in cases where either the police or social services have been informed, Ofsted will also be informed, as soon as is practicable.

### **Lost child - outings**

Regular head counts are carried out on children throughout the outing. In the unlikely event of a child going missing whilst on an outing the following procedure will be implemented immediately:

- All staff present will be informed and an immediate thorough search of the area will be made, ensuring that all other children remain supervised throughout
- If appropriate, on-site security will also be informed and a description of the child/children given
- In the event of a child not being found, the Manager/designated person in charge will immediately inform the police
- The Manager/designated person will contact the child's parents/carers giving details of what has happened
- The manager/designated person will meet the police and parents/carers when they arrive at a designated point
- The manager/designated person will remain at the scene whilst others return to the setting with the children.
- The manager/designated person will co-ordinate any actions instructed by the police, and do all they can to comfort and reassure the parents/carers
- The registered person will inform Ofsted of any serious incidents.

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

### Useful numbers

Police: MASH Police Child Abuse Investigation Unit  
(01480) 847743  
or 101/999 (in an emergency)

Social Care: 01733 747474  
1st Floor, Bayard Place, Broadway, Peterborough PE1 1AY

Ofsted: 0300 123 1231

This policy was adopted by: Oakdale After School Care Club	Date: March 2018
To be reviewed: March 2020	Signed: 

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]*.