

NORFOLK HOUSE SCHOOL HOLIDAY CLUB

Missing Child Procedure

Introduction

The following policy applies to all areas of Club activity, including that of the Early Years, which occurs both on and off the school premises.

The priority of The Holiday Club is to keep all children safe and secure whether on school property or in our charge off site. We take all reasonable precautions to ensure the safety of the children at all times. 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 an activity off-site).

If a child cannot be located, the following steps will be taken:

- The member of staff who noticed that the child was missing will notify the Manager, or in her absence the most senior member of staff,
- All staff will be informed that the child is missing.
- All children will be taken to the Hall where they will be supervised by two members of staff
- A thorough search of the buildings and their immediate environs will be carried out by all remaining available staff.
- All doors and gates will be checked to see if there has been a breach of security
- CCTV footage will be checked.
- All registers will be checked to ensure that the child has not already been collected and that no other children are missing.
- The remaining children and members of staff will be asked whether they can provide any relevant information, such as when and where the missing child was last seen.
- 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.
- The manager will liaise with the police and the child's parent or carer.

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

MASH: 0121 303 1888