



### 6.4 Missing Child Policy

Ecclesall Kids 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 before and during sessions and when on trips. To minimise the risk of this happening staff will carry out periodic head counts, particularly when transporting children between locations (eg when moving around on trips or children moving from inside to outside play areas).

#### Before Session

- We will check our voicemail and emails during set up for the session to see if we have been informed of any child who won't be attending (though we ask all parents to cancel via Magic Booking some will email or phone on the day).
- We will check with the school office before session starts whether any children are not in attendance that day e.g., they have gone home from school due to illness.
- We will have class lists ready of all children due to attend, these will be amended as necessary from emails/voicemails received. Any first-time children will be marked on the class lists, to ensure the class teacher is also aware.
- Any first-time children due into Group 2, will be visited by a member of kid's club staff by 3pm to ensure they know where to come. First time Group 1 children are collected by a member of club staff direct from school classrooms.
- Group 1 Children will be escorted by a member of staff and checked off against the class list before bringing them to club, then checked in on Magic booking on arrival.
- Group 2 Children are checked in on arrival by queuing up at the registration point, if any children remain unaccounted for, we will double check they are not with another club (though school provide a list we should not assume it is up to date) although it is the parents/carers responsibility to inform us, if their child is attending another club prior to attending our club.
- The club area will also be searched in case the child has snuck in whilst other areas of the school are being searched and parents being contacted.



- The school yard will be checked should the child have forgotten they are coming to club and are waiting for their parent/carer – school often identify these children and bring them to us to check but we should not rely on this.

- We will do a search of the premises

- If the child is not located after doing all the above in the first 10 minutes of the last group 2 child registering, we need to contact the parent to establish the whereabouts of the child (if the parent informs us they are not in club and they have forgotten to cancel we should check the child off the Magic Booking record register and remind the parent of the importance of letting us know).

- If the parent does not know the whereabouts of the child, after speaking to school we should inform the police. The Manager and deputies are responsible for keeping the parents informed, liaising with the police and coordinating the search activity as well as insuring the remaining children are adequately supervised.

**If a parent cannot be spoken too immediately a voicemail should be left straight away and the other parent/ emergency contacts phoned, if we cannot make contact, we will then contact the police on 101 to report the child missing.**

### **During a Session**

Staff will undertake periodic head counts, especially at the transition points between activities and exit/entry. If for any reason a member of staff cannot account for a child's whereabouts during a session at the Club the following procedure will be activated:

- The member of staff will inform the management team that the child is missing, and a thorough search of the entire premises will commence. 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.
- The Duty manager will nominate two members of staff initially, to search the area surrounding the premises. Any staff surplus to the insurance ratio of staff to children will also join a coordinated search (the insurance ratio is higher than our preferred operating ratio of 1:8/ 1:10). If it is necessary for staff to search beyond the club's perimeters a mobile phone or walkie talkie will if available be taken to maintain contact with the Duty Manager.
- All staff will be extra vigilant to any potentially suspicious behaviour or persons in and around the Club.



- If after 10 minutes of thorough searching the child is still missing the, Duty Manager will contact the child's parent/carer and inform the police using 101.
- 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 Club.
- The Duty Manager will be responsible for meeting the police and the missing child's parent/carer. They will co-ordinate any actions instructed by the police and do all they can to comfort and reassure the parents/carers.
- Any incident of a child going missing from the Club will be recorded in the incident log. In cases where either the police or social services have been involved in the incident, Ofsted will also be informed.
- Once the incident is resolved the Management Committee and Club Managers, will review this and any other related incidents, along with any relevant policies and procedures. We will identify and implement any changes as necessary.

### Useful contacts

Police: 101

Sheffield Safeguarding Hub: 0114 273 4855 (24 hours)

Ofsted: 0300 123 1231

This policy was adopted by: Ecclesall Kids Club	Date: 8/2/17
Reviewed: 30/4/26	Signed: <i>Ecclesall Kids Club Committee</i>