

BARTON KIDS CLUB



Missing Child

At Barton Kids Club we are always alert to the possibility that a child could go missing during a session. To minimise the risk of this happening, staff carry out periodic head counts comparing against the daily register.

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

- Check with all members of staff when the child was last seen, and confirm they have not been collected without being marked out in the register.
- Inform all staff that the child is missing.
- Staff will conduct a thorough search of the premises and surrounding area.
- If the child has not been located after 10 minutes the police will be informed. The manager will also 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.

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.

This policy was adopted by: Barton Kids Club	Date: October 2021
To be reviewed: 2022	Signed: Linda Hoenes, Manager