

HAZELDENE SCHOOL CARE CLUB



Missing Child Procedure

REVISED DECEMBER 2016

SIGNED DATE.....
CARE CLUB MANAGER

SIGNED DATE
CHAIR OF GOVERNORS

TO BE REVIEWED DECEMBER 2018

Missing Child Procedure

At Care Club our staff 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 (eg walking from the school to the Care Club).

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 Care 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.

To be reviewed: December 2018

Written in accordance with the EYFS welfare requirement: *Safeguarding and promoting children's welfare.*