



# Funtastic Club Policies & Procedures

Number 13

Missing Policy:  
(Child missing Policy)



## Child missing Policy

### Procedures to be taken when a child goes missing

Staff will always be vigilant and regular head counts will be taken throughout the session to check all children are accounted for, particularly when activities involve moving from one area to another.

All children will be informed of the importance of remaining on the premises.

In the event that a child is missing, the following actions will be taken:

- Staff will 'round up' the remaining children into one area and take the register. Two staff will remain with these children insuring their safety and without causing undue alarm.
- Remaining staff will check the immediate area the child was last seen and then extend this to include the whole of the premises if unsuccessful in their search.
- If the child is found safe and well, an incident log will be completed and parents informed on collection.
- The manager will be informed.
- If necessary, the search will be expected to include the local vicinity of the building.
- Parents will be informed at the earliest possibility and kept informed of any changes to the situation.
- If not found within a short time or if confident the child is not on the premises, the manager will be inform the police and their advice will be followed.
- An incident log will be completed at the earliest opportunity and used to track progress until the child is found; including when parents, police etc were informed if appropriate.
- The registered person and Ofsted will be informed.

Risk Assessment for any outing or visit will include details of what to do if a child goes missing but should follow similar procedures to the above.

Name of Assessor	Updated on	Review on	Signature
Regine Natchoo	September 17	September 18	R.Natchoo
Regine Natchoo	September 18	September 19	R.Natchoo

