

Missing Child Policy and Procedure

Children's safety is our main priority at all times. In2Care aims to provide a safe and secure environment for all children. In the unlikely event of a child going missing, our missing child procedure is followed.

- All children's times of arrival and departure are recorded and signed by a member of staff.
- Children are made aware of the boundaries set in the Care Club.
- School gates are locked by the School at set times which Care Club staff are aware of.
- We are strict with our ratios, so our supervision is always good.
- Do frequent head counts
- Our staff know the children well and keep an extra eye on any child who likes to 'wonder off'

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 on an Incident Log Form. The staff member writes an incident report detailing:
 - The date and time of the report.
 - What staff/children were in the group and the name of the staff designated responsible for the missing child.
 - When the child was last seen in the group?
 - What had taken place in the group or outing since the child went missing
 - The time that it is estimated that the child went missing.
 - A review will be conducted regarding this as to how a breach of security happened or detailing what the outcome was.
 - If the incident warrants a police investigation, all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Children's Social Care may be involved if it seems likely that there is a child protection issue to address.
 - 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: In2Sport	Date: 2 nd February 2021
To be reviewed: February 2022	Signed: L M Hall