



MISSING/LOST CHILD POLICY

During breakfast club and holiday club the children will be signed in and out by their parent/carer on arrival, and at after school club their attendance will be marked in the register for that day using a tick. Those children who arrive later, for example due to attending a club, will have the time they arrived noted next to their name instead of a tick. The parent or carer collecting the child will then sign them out when they leave the club. Staff members who let the families leave will note on the whiteboard how many children are left in the club so that all staff members are aware of how many children are in the setting. A headcount will be taken at regular intervals during each session. The manager or their deputy should be aware of the total number of children present at all times.

If a child does not attend a holiday club session which they have been booked in for the manager or deputy should attempt to contact the parent/carer to find out if the child is coming to the club that day or if not the reason for their absence. The manager or deputy should decide the best time to contact the parent/carer depending on the child's usual time of arrival and whether they have been booked in for a full day or half day session.

Any child who cannot be found during a session or who does not arrive at the pre-arranged place for a school pick-up is effectively 'missing'. In this rare event staff will follow the procedure outlined below:

Pick-ups

1. Find out if the child has been absent from school that day, or if the teaching staff are aware of where the child may have gone.
2. If the child has not been located, inform the manager or their deputy, who then takes responsibility for the situation and follows the procedure below from point 5.

General

1. Establish where the child was last seen by speaking with the child's playmates and other members of staff.
2. Ensure all staff are immediately aware that a child is missing, especially the manager.



3. Talk with staff and friends of the child to see if they know where he/she may have gone.
4. Check the whole premises and outside play area thoroughly.
5. The manager must contact the parent/carers, or the emergency contact details provided on the child's registration form.
6. If the child parents/carers are also unaware of the child's whereabouts then the manager must contact the Police giving a full description of the child, their last known whereabouts and any other relevant information.
7. The manager must contact a member of the Management Committee to advise them of the situation.

Most cases of a child being 'missing' are not serious and can normally be explained by the parents/carers of the child. **It is important that the parents/carers make the club aware at the earliest opportunity should their child be absent for any reason – particularly for after school sessions.**

Trips

If a child goes missing whilst on a trip away from the club the manager or their deputy should follow steps 1 to 5 as above as well as informing a member of staff at the trip venue so that they are aware of a missing child. They can then assist the manager or their deputy with the search while the other members of staff keep all the children together. The manager or their deputy should then follow the other steps as outlined above.

This policy was reviewed at a meeting of	Poppleton Road OOSC
Held in:	Nov 2023
To be reviewed in:	Nov 2024
Signed on behalf of the setting:	
Name of Signatory:	
Role of Signatory:	Manager Deputy Manager