

## Weddington Primary Out of Hours Club Missing Child Policy Procedure

At Weddington Primary Out of Hours 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 (e.g. walking from the school to the 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. (If the child has not reported to the play worker at the assigned area in Key Stage 2 a member of staff will liaise with teaching staff to ascertain if the child was absent from school or if the child has gone home via radio).
- ❖ After the search the parents will be informed. At the same time a member of the SMT preferably the Headteacher will be notified.
- ❖ Staff will continue to search for child whilst waiting for the 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 child's parent or carer. If the child cannot be found after this time the police will be called.
- ❖ The incident will be recorded in the **Incident Record**. 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.

Date for review	April 2025
Date reviewed	April 2024