



BARNFIELDS EXTRA

BEFORE AND AFTER SCHOOL CLUB

Missing Child Procedure

At **Barnfields Extra** we 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 Club).

If a child cannot be located, the following steps will be taken:

- We will check the register to confirm the child came to the club.
- All staff will be informed that the child is missing.
- Staff will conduct a thorough search of the premises and surrounding area.
- While the initial search is made, the manager will make enquiries of all adults at the club to establish the last sighting and time, clothes that the child was wearing, and the mental state of the child (happy, upset etc.).
- After 10 minutes the police will be informed.
- The manager will then contact the child's parents or carers. The manager will ask the parent to come to the school, by using the normal route that the child would take and preferably by walking. The manager will then send a different member of staff to make a search of the area, and continue the search until instructed otherwise
- Telephone lines should remain as free as possible so that messages are not delayed.
- We will maintain as normal a routine as possible for the rest of the children at the 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.

If the police or Social Care were involved in the incident, we will also inform Ofsted and Barnfields Primary School.

Useful numbers

Police: [999](tel:999)

Ofsted: [0300 123 1231](tel:03001231231)

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage(2012):Safeguarding and Welfare Requirements: Information for parents and carers [3.72]*.