



MISSING CHILD POLICY

Our Club has the highest regard for the safety of children in our care. Staff will always be extremely aware of the potential for children to go missing during sessions.

Even when all precautions are properly observed, emergencies can still arise. Therefore members of staff will undertake periodic head counts, especially at the transition points between sessions. If for any reason a member of staff cannot account for a child's whereabouts during registration or during a session at the Club, the following procedure will be activated:

All staff working for Creative Kidz will adopt the following procedure:

Use a missing child procedure checklist and follow through the procedures one by one until the child is found.

1. The supervisor will arrange for all other children to be satisfactorily supervised.
2. The supervisor must then inform the Manager and the rest of the staff team.
3. The local area is thoroughly checked, including, the toilets, outside play area, cupboards, storerooms and kitchen. Plus all other areas capable of disguising a child.
4. Enquiries to be made through any other adults in the vicinity.
5. If the child is not found after approx 15 minutes the search should be extended to a wider area whilst the Manager or Supervisor informs the Parents/Carers of the child.
 - a. Contact both parents/legal guardians from the child record sheets first, and if no contact is made, then contact each of the additional emergency contacts.
 - b. *In all cases if you do not speak with the individual, you must leave a message stating in a calm manner, that you are trying to ascertain the whereabouts of "name of child" and leave the club contact number, try not to panic the parent!:*
 - i. **St Johns the Baptist - 07584252919**
6. If the parents/carers/emergency contacts cannot be contacted using the numbers given on the child record form, contact the following:
 - The Police and/or any other appropriate emergency service-**999**
 - The appropriate OFSTED officer Telephone-**0300 1231231**
7. Whilst waiting for the police and the parent/carer to arrive the searches for the child will continue, during this period the other members of staff will maintain as normal a routine as possible for the rest of the children at the Club.
8. When/if the child is located, contact (leave messages if necessary) each person you spoke with or left messages with including each emergency contact.
9. Once the incident is resolved, the Manager and the staff team will review relevant policies and procedures and implement any necessary changes (paying particular note to the relevant provisions of the Club's Risk Assessment and Site Security policies).
10. All incidents of children going missing will be recorded in the Club's Incident Record Book, and in cases where either the police or social services have been informed, Ofsted will also be informed, as soon as is practicable.
11. All staff including the Manager and her Supervisor must keep in mind at all times, and act upon the primary principle that-**THE WELFARE OF THE CHILD IS PARAMOUNT!**

IT IS THE PARENTS RESPONSIBILITY TO ENSURE THAT STAFF AT CREATIVE KIDZ ARE INFORMED AT THE EARLIEST OPPORTUNITY IF THEIR CHILD WILL NOT BE ATTENDING FOR ANY REASON.