

ALL SAINTS BEFORE & AFTER SCHOOL CLUB

Missing Children

Our Club has the highest regard for the safety of the 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.

To prevent a child from going missing, each class teacher is supplied with a daily record of Club members. The record shows the names and days of attendance. The teachers in Year 2, 3 and 4 are aware that a member of the team will collect the children from their classroom. Years 5 and 6 will make their own way to the hall.

Children will not be collected by a member of the Club that the child is not attending that evening for some reason, i.e. going to a friends for tea, pre-arranged by the respective parents and we have been informed. The Foundation, KS1 and Year 1 children are collected by a member of staff from the Club. To prevent a child going missing the member of staff collecting children has a master copy of who is attending that evening.

The Manager/Deputy will inform all staff daily when changes occur, any changes are also noted in the diary which is kept with the signing out register. All gates are locked 10 minutes after normal school time to ensure the safety of children when they go outside to play. No parents are permitted entry into club, children are to be collected at the door.

It is the Clubs policy to keep an accurate account of all children entering and leaving the setting. All children are signed in by a member of staff. When the children are collected a member of the team (usually the manager or deputy) will see the person picking them up and radio to the team for the child to be sent. The time of collection will be recorded and initialled before the child is released to the designated pick up person. If there is someone else picking up the child the Manager or Deputy Manager must be notified in advance, the pickup password must be given in order for the children to be released from Club safely.

The organisation of the Club promotes the health and well-being of each child, and it is an important part of their development. The children understand that it is for their safety that 'set boundaries' are in place. Children supervised outdoors must stay in the designated areas for their own safety and in full view of the staff.

Children who would like to go from playing indoors to the outdoor play area must ask a member of staff and vice versa. Children must also inform staff when they would like to go to the toilet and Foundation children will be escorted to and from the toilet.

If for any reason a member of staff cannot account for a child's whereabouts during a session at the Club, the following procedure will be activated:

- The member of staff in question will inform both the Manager and the rest of the staff team that the child is missing and a thorough search of the entire premises will commence. The staff team will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised.
- The Manager and another member of staff will search the area surrounding the premises. All staff will be extra vigilant to any potentially suspicious behaviour or persons in and around the Club.
- If after 15 minutes of thorough searching the child is still missing, the Manager will inform the child's parent/carer, the management committee and then the police.
- While waiting for the police and the parent/carer to arrive, searches for the child will continue. During this period, other members of staff will maintain as normal a routine as is possible for the rest of the children at the Club.
- The Manager will be responsible for meeting the police and the missing child's parent/carer. The Manager will co-ordinate any actions instructed by the police, and do all they can to comfort and reassure the parents/carers.
- Once the incident is resolved, the Manager and the staff team will review relevant policies and procedures and implement any necessary changes.
- All incidents of children going missing from the Club will be recorded in the 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.

This policy was adopted by the Management Committee.

**Date : May 2008/September 2009/January 2011/January 2013
January 2015/January 2017/January 2019/ January 2021**

Review Date : January 2023

Agreed & Signed By : (Manager)

..... (Chairperson)