

Tigerz

Averon After School Club



Missing Child Procedure

It is important to ensure that all parents (to include carers understand that if their child runs off from the rest of the group, or fails to turn up at an agreed time and place that the first responsibility of staff members is for the safety of those children who remain.

This procedure is in two parts covering children who do not arrive at the collection point after school and children who fail to arrive at or leave the setting or the rest of the group without permission.

If you discover that a child in your care has not arrived at collection point the following is the procedure to follow:

1. Establish where and when the child was last seen
2. Discreetly ask the other children if the child stated any intentions of leaving/going somewhere. Check with teachers/school staff whether the child was actually at school that day, if the child is missing at collection time.
3. If the child was missing at collection time, and wasn't at school that day, phone the parent/carer immediately to establish whether the child is off sick, and the parent/carer has forgotten to inform the club.
4. If the child was missing at collection time, liaise with school staff and phone the parent/carer if necessary to report that the child may have forgotten they were due to attend the club and made their own way home. Ask the parent to phone you back as soon as they establish whether the child has gone home or not or has gone to any other place e.g. a friend's house. Keep the parent/carer informed and let them know if you think it is advisable to contact the police (the parent/carer may want to do this themselves – again they have to let you know as soon as they have done this)
5. If the parents cannot be contacted, then you must contact the emergency numbers.
6. If you have enough staff to ensure the safety of the rest of the children it may be possible to search the building and immediate outside area for the child. All searches, whether inside or outside are to be carried out in a calm manner – do not transfer any sense of panic to the other children.
7. If after 10 – 20 minutes of searching, and the child has not been found then parents should be contacted again. Ensure they are contacted if the child is found in this time.
8. The Manager should be kept informed as to the progress of the search should the child not be found quickly.
9. If after a further 15 – 20 minutes and the child still has not been found the police should be contacted (the parents should also be informed of this).
10. If the child is found before the police arrive, please ensure that you contact everyone previously contacted to inform them that the child has been found, and is safe and well.

11. If the child has not been found before the police arrive then the matter is now in the hands of the police and full co-operation will be given both by play workers and management.

If you discover that a child in your care has run off from the group (either from your setting or outside the premises) the following is the procedure to follow:

1. If you discover that a child has run off either from the premises, on an outing or coming to the club (either walking with the group from the school or making their own way to the club if they have permission), your first duty is to the rest of the children.
2. If a member of staff can be spared to look for the child whilst maintaining a safe ratio of staff to children (i.e. a minimum of two staff – more depending on the numbers and abilities of the children left) then they should spend a short time looking for the missing child. If there are no spare staff the parents must be contacted to come and look for the child.
3. If after a few minutes searching by a staff member, the child cannot be found or refuses to return, the parents must be contacted and informed of this. You should remind them that staff have a responsibility to the other children and that either the parents/emergency contact must come to find the child or the police will have to be called. If the parent(s) cannot be reached the emergency contact should be called. If they cannot be contacted, the police will need to be called.
4. All searches whether inside or outside are to be carried out in a calm manner – do not transfer any sense of panic to the other children.
5. If appropriate return to your premises with the other children in order to maintain their safety.

**An incident form must be completed by staff involved in either case.
Parents must sign and retain a copy.**