

Twilight Hours After School Club

Missing Child Procedure

At [Twilight Hours After School Club](#) our staff are always alert to the possibility that children can go missing.

At the beginning of the session a register is taken as soon as the children arrive, this is then re checked and absences are noticed immediately, and the steps below followed.

To minimise the risk of this happening during a session 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, whilst a manager attempts to contact parents, messages will be left if no response.
- If parents cannot be contacted we will attempt to contact the emergency carers, again leaving messages if no response.
- After 10 minutes if there has been no response from the phone calls the police will be informed. The manager will then resume the attempt to contact parents.
- Staff will continue to search for child whilst waiting for the police and 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 police and the child's parent or carer.

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.

Useful numbers

Police: 101
Social Care: 01629 533190
Ofsted: 0300 123 1231

This policy was adopted by: Twilight Hours ASC	Date:	Policy No: MC 003
To be reviewed:	Signed:	
Policy Name: Missing Child Procedure	Signed:	