



The Cabin Crew Out of School Club Missing Child Policy

Children's safety is our highest priority, both on and off the premises. To minimise the risk of a missing child, staff will carry out periodic head counts and record the numbers on the white board in the club. The numbers will be adjusted when children arrive, or when being collected by the parent/carer. Every attempt is made, through carrying out the outings procedure and the exit/entrance procedure, to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, our missing child procedure is followed.

Procedures

Child going missing on the premises

- As soon as it is noticed that a child is missing, staff will alert the Manager.
- The Manager and Playleader will carry out a thorough search of the building and outdoor areas. After 10 minutes the Manager will call the police and report the child as missing and will then call the parent.
- Staff will continue to search for the child whilst waiting for the police and parents/carers to arrive.
- The register is checked to make sure no other child is missing.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- The Manager will talk to the staff to find out when and where the child was last seen and will record this information.
- 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/carer.

Child going missing on an outing

- As soon as it is noticed that a child is missing, staff on the outing will ask children to stand with their designated staff member and carry out a headcount to ensure that no other child is missing. One staff member will search the immediate vicinity, but will not search beyond that.
- Staff will contact the venue's security who will handle the search and contact the police if the child is not found.
- The Manager is contacted immediately (if not on the outing) and the incident is recorded.
- The Manager contacts the police and reports the child as missing.
- The Manager contacts the parent/carer, who makes their way to the setting.
- Staff will take the remaining children back to the setting.
- The Manager will immediately carry out an investigation with the committee.

- The Manager or a member of staff may be advised by the police to stay at the venue until they arrive.

The investigation

- Staff will keep calm and do not let the other children become anxious or worried.
- The Manager together with a representative of the committee will speak with the Parent/carer. No matter how understandable the parent's anger may be, aggression or threats against staff are not tolerated, and if made the police should be called.
- The Manager or Chairperson will carry out a full investigation taking written statements from all the staff in the room or who were on the outing.
- The Manager will write an incident report detailing:
 - The date and time of the report.
 - What staff/children were in the group/outing and the name of the staff designated responsible for the missing child.
 - When the child was last seen in the group/outing.
 - What has taken place in the group or outing since the child went missing.
 - The time it is estimated that the child went missing.
- A conclusion will be drawn as to how the breach of security happened.
- If the incident warrants a police investigation, all staff will co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Children's social care may be involved if it seems likely that there is a child protection issue to address.
- The incident is reported under RIDDOR arrangements (see the Reporting of Accidents and Incidents policy); the local authority Health and Safety Officer may want to investigate and will decide if there is a case for prosecution.
- In the event of disciplinary action needing to be taken, Ofsted will be informed.
- The insurance provider is informed.

Useful numbers: Police: ☎ - 01473 613500

Children's Services (Customer First): ☎ - 0808 800 4005

Ofsted: ☎ - 0300 1231231

This policy was adopted by The Cabin Crew Out of School Club.	Date: 13 th February 2015
To be reviewed: Annually	Signed: <i>Heather Osborn</i>
Name of signatory: Heather Osborn	Role of signatory: Manager

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: information for parents and carers [3.73]*