



The Alphabet Before, After and Holiday Club

Registered Charity: 1089318

Missing Children Policy and Procedures (#20)

The Alphabet 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 a session.

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 in a session (In addition to the Registration procedures set out in the Arrival and Departures policy). If for any reason a member of staff cannot account for a child's whereabouts during a session at the Alphabet Club, the following procedure will be activated.

- The member of staff in question will inform 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 will nominate two members of staff, one male and one female, to search the area surrounding the Alphabet Club 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 Police and then the child's parents/carers. After that they will inform the Chairperson of the Board of Trustees as well.
- While waiting for the Police and the child's parents/carers to arrive, searches for the child will continue. During this period, other members of staff will maintain as normal a routine as possible for the rest of the children at the Alphabet Club.
- The Manager will be responsible for meeting the Police and the missing child's parents/carer. They are also responsible for co-ordinating any actions instructed by the Police and will do all they can to comfort and reassure the parents/cares.
- Once the incident is resolved, the club 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 Alphabet Club's Site Security and Risk Assessment policies).

In the event of a child going missing between leaving their classroom and coming to the collection point, it will be up to the School to take this responsibility and follow their own policies and procedures, with the Alphabet Club as a support.

This policy was adopted on

Signed on behalf of the Club

Signed on behalf of the Trustees

Date of Review

