



Missing Children Procedure

HPSOSHC has the highest regard for the safety and welfare of the children in our care. Staff are always alert to the possibility that a child may go missing during their time at the club. They are meticulous about registering attendance, taking head counts and ensuring that staff/child ratios are always maintained. Children are not allowed to leave the care of staff without permission, even to go to the toilet. Children are given firm boundaries for play.

Even when all precautions are properly observed, emergencies can still occur. If for any reason a member of staff cannot account for a child's whereabouts or if a child runs away during a session at HPSOSHC the following procedure is activated:

- The member of staff in question will inform the senior members of staff in charge of the session and the rest of the staff that a child is missing.
 - At all times through this procedure the staff will be careful to remain calm and not create an atmosphere of panic. They will ensure that the other children remain safe and adequately supervised.
 - A member of staff will be nominated to commence a thorough search of the entire premises if necessary. This will only be done if staff/child ratios allow. If there are staff in the school they may be asked to help.
 - At no time will staff 'chase after' children.
 - If, after 15 minutes of thorough searching, the child is still missing, the senior member of staff in charge will inform the police and the child's parents/carers. If parents/carers cannot be contacted they will inform the next person(s) on the registration form.
 - The senior member of staff will also inform the Management Committee of the club. This will usually be the headteacher. If the head is unavailable they will inform one of the school governors who is a member of the Management Team.
 - The search will continue until the police arrive.
 - During this period, other members of staff will maintain as normal a routine as possible for the rest of the children at the club.
 - The senior staff member in charge will be responsible for meeting with the police and with the parents/carers. They will coordinate any actions instructed by the police. They will ensure that the parents have support during the search.
 - If necessary, staff will contact the parents/carers of the other children at the club to come and collect them.
 - The incident will be fully reported on the club's Critical Incident Record sheets.
 - The Management Team will ensure that all staff are properly debriefed following the incident and support them as necessary.
 - Once the incident has been resolved the HPSOSHC staff and Management Team will review the events that led up to the child's disappearance together with how it was handled. They will also review relevant policies and procedures and implement any necessary changes.
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For office use:

Date received:

Date copy returned to par-
ents/carers:



**Houghton
Primary School
Out of School
Hours Club**

