



## **Missing Child Policy**

### **(Out of School Club children missing from school premises on collection by Spice staff)**

#### **Procedures for collecting children from school.**

Staff will go over to school premises to collect children from the allotted pick-up point in school (dining hall).

Staff will take register with them of children who are booked in to attend that day.

Staff will also take Spice Childcare's mobile phone containing parents contact details.

Staff will check that all children listed on the register for attendance that day are present.

In the event of a child not being at the pickup point the following procedure will be implemented immediately:

- The manager will be informed immediately by the member of staff who has gone over to school to collect the children via the mobile phone.
- The manager will check with other staff that there has not been a message from parents during the day to inform us that the child will not be attending.
- The manager will, where possible, send another member of staff over to school to fetch Out of School Club children, whilst the whereabouts of the missing child is sought.

At the same time:

- The member of staff will contact the school office via the mobile phone to ask if child has been in school that day.
- The member of staff will attempt to contact parents on telephone numbers provided for their mobile, home or work.

If the child has still not been accounted for:

- The manager will contact the police.
- The manager will also continue to attempt to contact the parents of the missing child.
- During this period, staff will be continually searching for the missing child, whilst other staff maintain as near to normal routine as possible for the rest of the children in the setting.
- The manager will meet the police and parents.
- The manager will then await instructions from the police.
- Any incidents must be recorded in writing as soon as practicably possible.
- Ofsted must be contacted and informed of any incidents.
- With incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience.
- Post-incident risk assessments will be conducted following any incident of this nature to ensure this does not reoccur.

Internal use only

<b>This policy was adopted on</b>	
<b>Signed on behalf of Spice Childcare</b>	
<b>Date for review</b>	