



## Missing Child Procedure

Children should never be left without the group during any session. To minimise the risk of this happening, staff will carry out periodic head counts, particularly when transporting children between locations (e.g. walking from the school building to the field).

If a child is left behind without the leader and group, the following steps will be taken:

- All staff will be informed
- Staff will conduct a thorough search of the premises and surrounding area
- If after 10 minutes the child cannot be located, the police will be informed. The manager will then contact the child's parents or carers.
- Staff will continue to search for the child whilst waiting for the police and parents to arrive.
- We will maintain our normal routine 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 Log**. 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 if the setting is Ofsted registered.

**LAST REVIEWED: 3rd June 2024**  
**NEXT REVIEW DATE: 3rd 2025**