



# Whittlesford Out of School Club

## Missing Child Procedure

At Whittlesford out of School Club we are always alert to the possibility that children can go missing during sessions. To minimise the risk of this happening staff will carry out periodic head counts, particularly when transporting children between locations (such as outings).

In the event of this happening on an outing then staff will check the safe place they discussed with the children at the beginning of the trip and alert staff at the venue is applicable, all children attending the trip should be wearing a high visibility jacket and a wristband with a contact number on it.

Children who are on the register to attend the setting and have not attended, a member of staff will firstly check with the Childs teacher (after school club only) that the child has not been collected by the parent/carer, if the teacher says they haven't or they are unsure then Wosc will use the contact numbers on the child's registration form to contact parents/carers and check if that child should be in the setting at that time or that they are safe.

If a child cannot be located, the following steps will be taken:

- All staff will be informed that the child is missing.
- Staff will conduct a thorough search of the premises and surrounding area.
- After 15 minutes 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 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 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.

### Useful numbers

Police: 101 or 999. Local police station- Cambridgeshire constabulary- 01223 358966

Cambridgeshire direct (Social Care): 03450455203 (8am-6pm) or 01733 234724 (emergency out of hours)

Ofsted: 0300 123 1231

This policy was adopted by: WHITTLESFORD OUT OF SCHOOL CLUB	Date: NOVEMBER 2020
---	---------------------