




## Mangotsfield Out of School Club

### Missing Child Policy

<b>Policy Author:</b>	MOOSC Management Team
<b>Policy Number:</b>	MOOSC13
<b>Policy Version:</b>	MOOSC13.01 (December 2021)
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<b>Review Date:</b>	December 2022
<b>Signed:</b>	



## Missing Child Policy - MOOSC13.01

### **Purpose**

MOOSC have the highest standards of childcare and have in place procedures to avoid the situation of a missing child and to manage the situation should it ever occur.

### **Procedure**

The Club trains its staff to always be alert to the possibility that children can go missing during sessions. To minimise the risk of a missing child, staff will carry out periodic headcounts throughout a session with additional headcounts when transporting children between locations, such as walking back from the playing fields to the Hall.

### **Missing Child**

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

- all staff will be informed that a child is missing;
- staff will carry out a thorough search of the premises, surrounding area and checking with School staff;
- after 10 minutes the Police will be informed and the Play Manager will contact the child's parent/ carers;
- staff will continue to search for the child whilst waiting for the Police and parent/ carer to arrive;
- staff will maintain as normal a routine as possible for the rest of the children in the session; and
- the Play Manager will liaise with the Police and the child's parent/ carer.

The incident will be recorded on an Incident Form as set out in our Incident, Illness, Accident Policy.

If the Police or Social Care Team are involved in the incident, the Club will also inform OFSTED.

### **Future Improvements**

A review will be conducted by the Management Committee regarding any incident of a missing child, taking into account any other related incidents and/ or relevant policies and procedures.

The Club will implement any identified changes required.

### **Useful Numbers**

Police: 999

Social Care: 0117 9222000

OFSTED: 0300 123 1231

### **Related Policies**

1. Incident, Illness & Accident
2. Health & Safety
3. Complaints
4. Fire & Risk