



LOST CHILD POLICY

1. General statement of policy

All Stars has the highest regard for the safety of the children within its care. Staff will always be particularly aware of the potential for children to go missing during sessions. Even when all precautions are properly observed, emergencies can still arise. *'Staff' includes employees, visiting activity providers and volunteers.*

2. Procedures

2.1 Child fails to arrive at All Stars

In the event of a child who is booked in but who has not appeared in the club to be registered, within the first half hour of the session the Play Leader will:

Check with school office staff that the child has attended school that day
Check message book for possible cancellation
Check emails
Contact school office and All Stars office to see if the child is absent because they are eg: off sick on holiday on a school visit have a dentist/doctor appointment

2.2 Child goes missing during an All Stars session

Staff will take periodic headcounts throughout the session for their areas. If, for any reason, a member of staff cannot account for a child's whereabouts during a session at the club, they must inform the Play Leader and other staff that the child is missing and the Play Leader will follow these procedures.

Commence a thorough search of the entire club. The staff team will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised.
Search the site and area surrounding the premises. All staff will be extra vigilant to any potentially suspicious behaviour or persons in or around the clubs/school premises.
Inform the parent/carer, if after 15 minutes of thorough searching the child is still missing.
If there is no result from them, contact the Police. While waiting for the Police and the parent/carer to arrive, searches for the child will continue. During this period, other members of staff will maintain as normal a routine as possible for the rest of the children in the club.
Inform the Children and Families Worker
Meet with the Police and the missing child's parent/carer; co-ordinate any actions instructed by the Police and comfort and re-assure the parent/carer.
In the event of a lost child being found or presented to a member of staff, ensure the welfare of the child until arrangements can be made.
Record all incidents of children going missing from All Stars in the Incident Report Form.

In cases where the Police or Social Services have been informed, the Children and Families Worker will inform Ofsted as soon as is possible.

Once the incident is resolved, the Children and Families Worker, in consultation with the Headteacher will review relevant policies and procedures and implement any necessary changes, paying particular note to the Health and Safety Policy and associated risk assessments.

3. Related All Stars documents

Incident/Accident Report Form
Health and Safety Policy
Risk assessments

Date: ***January 2015***

Signed:

Reviewed: ***August 2015***

Signed: