



Dringhouses Out of School Club Policies and Procedures

Missing Children

Policy statement

DOOSC has the highest regard for the safety of the children in our care. Staff will always be extremely aware of the potential for children to go missing during sessions.

Procedures

Even when all precautions are properly observed, emergencies can still arise. Therefore, members of staff will undertake periodic head counts, especially at the transition points between sessions (in addition to the registration procedures set out in the Arrival and Departures policy). If for any reason a member of staff cannot account for a child's whereabouts during a session at the Club, the following procedure will be activated:

Collection from School:

The member of staff responsible for collection from each class:

- Check with the class teacher if the child had gone home.
- Check with school receptionist to see if child has gone home poorly or if they did not come to school and phoned in sick
- Check against booking sheet to make sure child is down to attend club.
- If all the above have been tried and the child has not been found then contact the parents.

From Breakfast, After School, Wraparound or Holiday Club

- The member of staff in question will inform both the Manager and the rest of the staff team that the child is missing, and a thorough search of the entire premises will commence. 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.
- The Manager will nominate two members of staff, one male and one female if possible, to search the area surrounding the premises. All staff will be extra vigilant to any potentially suspicious behaviour or persons in and around the Club.
- If after 10 minutes of thorough searching the child is still missing, the Manager will inform the police and then the child's parent/carer. The School should also be notified
- 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 is possible for the rest of the children at the Club.
- The Manager will be responsible for meeting the police and the missing child's parent/carer. The Manager will co-ordinate any actions instructed by the police and do all they can to comfort and reassure the parents/carers.
- Once the incident is resolved, the Manager and the staff team will review relevant policies and procedures and implement any necessary changes (paying particular note to the relevant provisions of the Club's Site Security and Risk Assessment policies).

All incidents of children going missing from the Club will be recorded in the Incident Record Folder, and the School will be informed and in cases where either the police or social services have been informed, Ofsted will be informed, as soon as is practicable.



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This policy was reviewed at a meeting of	D.O.O.S.C.
Held in:	April 2024
To be reviewed in:	April 2025
Signed on behalf of the setting:	
Name of Signatory:	
Role of Signatory:	Manager Deputy Manager