



Missing Child Procedure

At Bidbor'Out! 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 e.g. to and from an activity outside the school premises.

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 10 minutes the police will be informed.
- The manager will then contact the child's parents or guardians.
- Staff will continue to search for 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 guardian.

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: 01622 690690

Social Care: 03000 411111

Ofsted: 0300 123 1231

This policy was adopted by: Bidbor'Out!	Date: 6th August 2014
To be reviewed: September 2015	Signed:

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage(2012):Safeguarding and Welfare Requirements: Information for parents and carers [3.72]* .