



# The Hive

OUT OF SCHOOL CLUB

## Missing Children Policy

Policy shared with staff on 22<sup>nd</sup> March 2024

Approved by Governors on: 21<sup>st</sup> March 2024

Signature:

A handwritten signature in grey ink, consisting of several loops and a long horizontal stroke.

Policy to be reviewed March 2025

***This policy is written in line with the Christian values and ethos of our school***

William Law Out of School Club will take all necessary steps to safeguard and promote children's welfare. Our Club 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. Staff are located around the outdoor areas whilst the children are outside the rooms. In order to minimise the risk of this happening, all security procedures will be practised diligently and head counts taken at regular intervals. The school gates are locked at 3.30pm thus securing the whole site. If for any reason a child cannot be located during a session, the following procedure will be activated:

- The Manager and the rest of the staff team will be informed that the child is missing.
- All children will be assembled in the Hive building and supervised by at least one member of staff.
- Staff will ensure that the other children remain safe and adequately supervised whilst being careful not to create an atmosphere of panic.
- A thorough search of the entire premises will be made.
- The Headteacher / Senior Members of school staff will be informed.
- If, after 10 minutes of intense searching, the child is still missing, the Manager / Headteacher will inform the police and then the child's parent / carer.
- While waiting for the police and the parent/carer to arrive searches will continue for the child.
- Staff will continue to maintain a regular routine of care for the other children attending the session.
- The Manager will be responsible for meeting the police and the missing child's parents/carers.
- The Manager will co-ordinate any actions instructed by the police and do all they can to 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.
- All incidents of children going missing from the club will be recorded in the Incident Record Book and in the cases where parents/carers and police have been involved Governors will also be informed as soon as possible.