



## Missing Child Procedure

At Funtastic Kids, 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 or when the moving to next activities.

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 while one member of staff stays with the other children
- After 10 minutes, the police will be informed. The manager will then contact the child's parents or carers
- Staff will continue to search for the child whilst waiting for the police and parents to arrive
- We will maintain as a normal a routine as possible for the rest of the children at the club/camp and ensure that they are supervised
- The supervisor will liaise with the police and the child's parent/carer

The incident will be recorded on an incident form. A review will be conducted regarding the events and any other related incidents along with the 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 inform Ofsted.

This policy was adopted by: Funtastic Kids Ltd	Date: February 2018
To be reviewed: February 2019	Signed: Louise Holloway Director

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare requirements: Child Protection [3.4]*.