



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 and Directors/managers 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.

Social Care: Wokingham - 0118 908 8002; West Berkshire - 01635503090; Reading - 0118 937 3641; Bracknell - 01344 352005

Social Care out of hours contact: 01344 786 543 Berkshire

If the police or social services were involved in the incident, we will inform Ofsted (0300 123 1231)

This policy was adopted by: Funtastic Kids Ltd	Date: March 2025
To be reviewed: March 2027	Signed: Marcus Holloway Director

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2025): Safeguarding and Welfare Requirements: Safeguarding Training*[3.30], *Organising premises for confidentiality and safeguarding* [3.87], *Information for Parents and Carers* [3.97]