Wild Wood Club Missing Children Procedure

WRITTEN BY:	DATE ESTABLISHED:	REVIEW DATE:
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CONSULTATION:

WWC STAFF

PURPOSE AND AIMS:

Purpose:

- **To ensure the safety of children at Wild Wood Club**

PROCEDURE STATEMENT:

At Wild Wood Club 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 (eg walking from the school to the Club).

If a child cannot be located, the following steps will be taken:

- All staff will be informed that the child is missing.
- Ensuring that the remaining children are sufficiently supervised and secure, members of staff should be sent to search the school site, keeping a calm manner and maintaining contact via walkie-talkie.
- In term time: after 5 minutes the Headteacher or member of the senior team will be informed and a decision made about whether to conduct a fire drill to see if the pupil who is not accounted for arrives at the roll call point.
- If the child cannot be found within fifteen minutes then the Police and parents/carers must be informed.
- Meanwhile the club leader will make available a photograph of the child (from the office database) and their description.
- Other staff will continue to search, opening up the area, keeping in touch via mobile phone/walkie-talkie.
- The manager will liaise with the police and the child's parent or carer.
- The child must be comforted and reassured when found.

The incident will be recorded on the school's logging system: CPOMS. 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.

MONITORING AND EVALUATING:

- This procedure will be deemed to have been successful if all incidents of missing children are handled in a timely and safe manner.