

Stepping Stones

Missing Child Procedure

At Stepping Stones 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 (ie 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.
- Staff will conduct a thorough search of the premises, checking toilets in other areas of the school (they should only be using Y3 toilets) and also any after school clubs that may be operating on site.
- As we operate on school premises we will inform the school office.
- If there is still no sign then the next step will be to contact the child's parents/carer.
- The manager will then inform the police.
- 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 carer.

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: 01483 571212/101 / 999

Social Care: 03002001006 Out of hours 01483517898

Ofsted: 0300 123 1231

This policy was adopted by: Stepping Stones and reviewed 10/01/2024

Signed: Philip Stone

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Information for parents and carers [3.73]*.