



Missing Children

At Ashfield Play Care Scheme 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 (e.g. walking from the school to the Scheme). If a child cannot be located, the following steps will be taken:

- All staff will be informed that the child is missing. Staff will remain calm!
- One member of the staff will watch over the rest of the children in a safe place with minimal disruption whilst others conduct a thorough search of the premises and surrounding area.
- 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 normal a routine as possible for the rest of the children at the Scheme.
- The manager will liaise with the police and the child's parent or carer.

The incident will be recorded in the **Incident book**. 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.

Preventive systems in place to minimise the risk of children going missing:

- Front door locked, with a latch.
- Secure windows.
- Vigilant staff.
- Children counted at regular intervals.
- Staff are required to register the child's arrival and departure.
- Key People of new children always take extra care to be aware of their whereabouts and ensure they know the boundaries of where they can and cannot go.
- Parents are advised of our security procedures and will be given opportunity to discuss any concerns, particularly if their child has an adventurous nature.
- Parents are made aware of the need of supervision of children at all times especially of their responsibility to ensure their child's arrival and departure is noted by a member of staff.
- Children are always counted before going out to play and again when they are lining up to come back indoors. A member of staff will always be at the end of the line to ensure no children are left outside.

Useful numbers

Police: 101

Multi-Agency Safeguarding Hub (MASH): 0300 500 80 90

Ofsted: 0300 123 1231