

**Batheaston CEVC Primary School**  
**PLAY RANGERS**  
**Breakfast and After School Club**  
**Missing Child Procedure**

At Play Rangers 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 hall to Mike's Meadow).

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

- All staff will be informed that the child is missing. A member of the School Leadership team will be informed if on site.
- Staff will conduct a thorough search of the premises and surrounding area. School staff will join the search (if on site which may not be so by 6pm)
- After 10 minutes the police will be informed. The Play Leader or member of the school leadership team 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 Club.
- The Play Leader or member of the school leadership team 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: 999**

**Social Care: 01225 396312/313 or the Emergency Duty Team  
01454 615165.**

**Ofsted: 0300 123 1231**

This policy was adopted by: Play Rangers	Date: November 2017 (updated version)
To be reviewed: November 2019	Signed:

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Information for parents and carers [3.73]* .