

The Breakfast Club

Missing Child Procedure

At The Breakfast Club we are always alert to the possibility that children can go missing during sessions. To minimise the risk of this happening we will carry out periodic head counts, particularly when transporting children between locations (eg walking from the club to the School).

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

- A member of the school staff will be informed and help sought to conduct a search.
- All Club staff will be informed that the child is missing.
- Staff will 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 Club.
- The Club Leader 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.

Useful numbers

Police: 999

Social Care: 0800 999 7677

This policy was adopted by: The Breakfast clun	Date:28/02/2019
To be reviewed: 28/02/2019	Signed: Jo Wanner-Halder & Lana Beatty