



Rush Common Before and After School Club Professional Practice Document ("PPD") for Missing Children

Our Club has the highest regard for the safety of the children in our care. Staff will always be extremely aware of the potential for children to go missing during sessions.

Even when all precautions are properly observed, emergencies can still arise. Therefore members of staff will undertake periodic head counts. If for any reason a member of staff cannot account for a child's whereabouts during a session at the Club, the following procedure will be activated:

- The member of staff in question will inform all other members of staff including the site manager that the child is missing and a thorough search of the entire premises and surrounding area will commence. The staff will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised.
- All staff will be extra vigilant to any potentially suspicious behaviour or persons in and around the Club.
- If after 15 minutes of thorough searching the child is still missing, the Senior Member of Staff will inform the police and then the parent/carer.
- While waiting for the police and parent/carer to arrive, searches for the child will continue. During this period, other members of staff will maintain as normal a routine as is possible for the rest of the children at the Club.
- The Senior Member of Staff will be responsible for meeting the police and the missing child's parents/carer and for co-ordinating any actions instructed by the police.
- Once the incident is resolved, the staff will review relevant policies and procedures and implement any necessary changes.
- All incidents of children going missing from the Club will be recorded in the Incident Record Book, and in cases where either the police or social services have been involved, Ofsted will also be informed as soon as possible.

The Leadership Team reviews the PPD every 3 years. It may however review the PPD earlier, if required.

Approved by the Leadership Team on 16th October 2019

Signed: *Kristen Fawcett*.....(Acting Headteacher)

Review Date: October 2022