



## Sinai School After School Club Missing Child Policy

At Sinai School After School Club we take every precaution necessary to ensure that the children in our care do not leave a session unaccompanied. Staff are always alert to the possibility that children can go missing during sessions – albeit highly unlikely. 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 Club).

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

- All staff and security will be informed that the child is missing.
- Staff will conduct a thorough search of the premises and surrounding area.
- After 10 minutes, if the child has not been located, the police will be informed. A member of staff will also 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.
- A member of staff will liaise with the police and the child's parent or carer.

The incident will be recorded and a thorough investigation 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.

If the child is found within 10 minutes they will be escorted back to the Club and the parents will be called and informed of the incident.

This Policy was adopted by: Sinai School After School Club	May 2021
To be reviewed:	May 2023
Signed by: <i>The Governing Board</i>	

*Headteacher: Mrs J Lipsshaw*