



ROCKS AND PEBBLES LTD



Rocks and Pebbles Lost and Missing Children Policy

Date: January 2020

Review Date: January 2021

Rocks and Pebbles Ltd is the trading name of Rocks and Pebbles. Limited registered in England and Wales.

Registration No: 6415435

Director: Kate Asaf

Lost Children

In the Club

If a child leaves the premises or does not register at the Club when expected the procedure is:

- Staff should check the premises and the outside area of the site.
- Contact the police- give them the description, including the clothing worn (if possible). The parent's details should also be given.
- Contact the parents- talk to them calmly and give factual information.
- Children at the centre to be taken into the hall (or other communal area) to be supervised by a minimum number of staff, while the rest of the team search the area.

On Outings

In the unlikely event that a child is lost whilst the group are on an outing the procedure is as follows:

- Contact the police- give them the child's description, including clothes worn. The parents contact details must also be given.
- Contact the parents- talk to them calmly and give factual information.
- Inform the centre- letting them know that the police and parents have been contacted.
- One member of staff is to stay where the child was seen last, while the rest of the staff and children return to the Club.

It is imperative that staff ensure that all children are wearing a high visibility vest with centre information on them before they leave for any outing. Staff should also have a list of the names of all children they are taking and their contact details.

In the event that a child should become lost, Ofsted will be contacted immediately and advised of the situation.

Missing Child Procedure

At Rocks and Pebbles 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 school to the Club).

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

- All 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 manager 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.

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Useful numbers

Police: 101

Social Care: 0208 314 6660

Ofsted: 0300 123 123

This policy was adopted by: Rocks and Pebbles	Date: January 2020
To be reviewed: January 2021	Signed: