

MISSING CHILD POLICY



Missing Child

1.3 Keeping safe (A Unique Child)

At PSP, we have 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, especially at the transition points between sessions. Staff will record on the register how many children are present at the club. Particularly in morning and afternoon Holiday Play Scheme sessions, end of Breakfast Club, at the beginning of After School Club and following any outside activity in After School Club (in addition to the registration procedures set out in the Arrival and Departures policy). If for any reason a member of staff cannot account for a child's whereabouts during a session at PSP, the following procedure will be activated:

- The member of staff in question will inform both the Manager or designated Supervisor and the rest of the staff team that the child is missing and a thorough search of the entire premises will commence. The PSP staff team will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised.
- The Manager or designated Supervisor will nominate members of staff from PSP and within the school/premises to search the area surrounding the premises. All PSP staff will be extra vigilant to any potentially suspicious behaviour or persons in and around PSP.
- If after 15 minutes of thorough searching the child is still missing, the Manager or designated supervisor will inform a senior member of staff, to call the police and then the child's parent/carer.
- While waiting for the police and the 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 PSP.

- The Manager or designated Supervisor will be responsible for meeting the police and the missing child's parent/carer. The Manager or designated Supervisor will co-ordinate any actions instructed by the police and do all they can to comfort and reassure the parents/carers.
- Once the incident is resolved, the Manager and the staff team will review relevant policies and procedures and implement any necessary changes (paying note to the relevant provisions of PSP Site Security and Risk Assessment policies).
- All incidents of children going missing from PSP will be recorded in the Incident Record Book, and in cases where either the police or social services have been informed, Ofsted will also be informed, as soon as is practicable.

This policy was adopted by: PSP	Date: 10/01/2026
To be Reviewed: 10/01/2028	Signed by: Jessica Finch Company Director