



Early Bloomers After School Club

Missing Child Procedure

At Early Bloomers After School Club, we always safeguard the safety of our children, and 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 (e.g. 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 immediately recorded in the **Incident Log** by the senior management. A review will be conducted regarding this and any other related incidents along with relevant policies and procedures to prevent it happening again. We will identify and implement any changes, as necessary.

Any missing child event, must be first reported to:

- Children's Social Care and Local Authority Designated Officer (LADO), *who will advise if the occurrence must be reported to RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013*
- Ofsted within 14 days from the incident happening

Useful numbers

Police: 0207 230 1212 or 101

Southwark Children's Social Care: 020 7525 1921

Southwark Local Authority Designated Person (LADO): 020 7525 0689

Ofsted: 0300 123 1231

This policy was adopted by: Early Bloomers After School Club on 12/09/2014	Review date: August 2026
To be reviewed: Yearly or following any changes in legislation or practice	Signed: Mrs Talvinder Kaur

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (DfE, 2026): Safeguarding and Welfare Requirements: Safety; Information for parents and carers.*

<https://www.gov.uk/government/publications/keeping-children-safe-in-out-of-school-settings-code-of-practice>

