



Graitney Club



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Policy reviewed by: Charmaine Southall
Policy revised: Spring 2023
Date of next review: Spring 2025

Missing child Policy

At Graitney 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).

Children are counted before going outside and when the group returns to ensure all children are accounted for.

A missing child is a child who has been registered within Graitney and since gone missing.

If the child is found but chooses not to return to Graitney a member of staff will stay with the child to ensure their safety until they decide to return or their parent or carer collects them. Staff are aware that some children like to have a bit of space where they can reflect and this will be taken into account so the child does not feel crowded, but the member of staff will ensure they are in a safe environment and will not come to harm.

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

All staff will be informed that a child is missing and reminded to stay calm and not share the information with other children.

Some staff will conduct a thorough search of the premises and surrounding area, whilst others will remain with the other children to ensure their safety.

A member of the Senior Leadership Team at Crawley Ridge Junior School will be informed.

If the child cannot be found, it will be the member of the Senior Leadership Team to decide when to contact the police.

Graitney Staff or the member of the Senior Leadership Team 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 Setting. A member of the Graitney team 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.

Useful numbers Police: 999 or 112

Surrey Social Care: **0300 123 1630** or out of hours (not between 9-5) 01483 517898