

Appendix 1

Safeguarding Policy 2025-2026

Missing Children

If a child is missing from the after school club, then the following procedure is followed:

If a member of after school club discover after taking the register, that a child is missing, and they're not the designated safeguarding lead (DSL) they should alert the DSL or a senior staff member. The DSL or senior staff member should search inside and outside the building.

If a child hasn't come into club and if there is no sign of the child, then the DSL should contact their parents or carer to establish whether they have returned home.

Once the DSL has completed these checks, if the child is still missing the DSL should discuss with the parents or carer whether it is appropriate to contact the police. In most cases, parents and carers know the child best and will be able to assess whether their child is likely to return of their own accord or whether there are significant concerns for their safety.

The parents or carer are responsible for contacting the police. You can contact the police on their behalf if they agree. If you or the parents contact the police, wait for them to arrive and follow their instructions.

The DSL or senior staff member must continue to search while waiting for the police to arrive.

If the parents do not want to contact the police, only contact them if you consider the parent's decision to be unreasonable and the child is at significant risk of harm.

15.12.25