

# Breakfast Club & The After School Club

## Missing Child Procedure

For each session After School Club will take a register from the booking list, any children that have not arrive from the Junior School, the leader will investigate why they are not at the club, eg contacting school office and parent(s)/Carer(s), and doing a sweep of the school.

The leader will make contact with the parent or emergency contact and if this is not possible will follow missing child procedure and also inform the CPLO of each school.

Children being escorted from the Infant School to the Junior School for after school club are the responsibility of the escort until they are handed over to the leader of the after school club. A register is kept at the Infant School of children who are expected to be escorted and this register must match to the one kept in the after school club. If this is not the same, then the after school club leader will follow the missing procedures policy.

For each session at Breakfast Club a register is kept of Infant School children and these are the responsibility of the breakfast club leader to escort the children safely, using the walking rope to the Infant School, where they are handed over to a designated member of Infant School Staff.

Infant School children are booked into the breakfast club for each session.

Junior School children do not have to be booked in for each session, but when they arrive they are let in to the school playground and are not allowed to leave the premises.

At [Breakfast Club & The After School Club](#) 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 15 minutes the police will be informed. The manager will then contact the child's parents or carers.
- Staff will continue to search for 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.

### Useful numbers

Mash(Multi Agency Safeguarding Hub): [023 8083 3000/023 8083 3336](tel:02380833000)

Out of hours contact: [023 8023 3344](tel:02380233344)

LADO (Local Authority Designated Officer): [Sue Sevier email: LADO@southampton.gov.uk](mailto:SueSevier@southampton.gov.uk)

LSCB (Local Safeguarding Children Board): [023 8083 2995 email: lscb@southampton.gov.uk](tel:02380832995)

Ofsted: 0300 123 1231

Police: [999 / 0845 045 4545](tel:999)

NSPCC: 0808 800 500

This policy was adopted by: <a href="#">Full Governing Body</a>	Date: 11.10.2019
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