



Missing Child Procedure

At TJ's Club (Hampshire) Ltd 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 to different areas of the school).

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. A member of the senior management team 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.
- Management will liaise with the police and the child's parent or carer.
- If the directors are not present at that session they will be informed.
- Where necessary, school staff will be informed.

The incident will be recorded on an **Incident Form** on iPal and logged in the Club's Communication Book. 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

Police: 101
Social Care: 01329 514100
Ofsted: 0300 123 1231

This policy was adopted by: TJ's Club (Hampshire) Ltd	Date: October 2024
Signed: J Little	To be reviewed: October 2025

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Information for parents and carers [3.82]*.