

53. Lost Child Procedure from Happy Chatters Holiday Club

In the unlikely event of a child going missing within/from the club, the following procedure will be implemented immediately:

- All staff will be aware of the procedure when a child goes missing and supply information to support the search, e.g. a recent photograph and a detailed description of clothing
- The cub manager or designated person in charge will be informed immediately and all staff present will be informed. Some staff will be deployed to start an immediate thorough search of the club, followed by a search of the surrounding area, whilst ensuring that some staff remain with the other children so they remain supervised, calm and supported throughout
- The manager or designated person in charge will call the police as soon as they believe the child is missing. The parents of the missing child will also be contacted
- A second search of the area will be carried out
- During this period, available staff will be continually searching for the missing child, whilst other staff maintain as near to normal routine as possible for the rest of the children in the club
- The manager or designated person in charge will meet the police and parents
- The manager or designated person in charge will then await instructions from the police
- Any incidents must be recorded in writing as soon as practicably possible including the outcome, who was lost, time identified, notification to police and findings.
- **Ofsted must be notified of any incident by telephone: 0300 123 1231**
- In the unlikely event that the child is not found the club will follow the local authority, procedure.
- With incidents of this nature parents, carers, children and staff may require support and reassurance following the experience, management will provide this or seek further support where necessary
- Post-incident risk assessments will be conducted following any incident of this nature to enable the chance of this reoccurring to be reduced.