

At Smartkidz Play and Learn Ltd we are always alert to the possibility that children can go missing before or during sessions. To minimise the risk of this happening staff will carry out periodic head counts, particularly when transporting children between locations (e.g walking from the school to the Club).

At the beginning of each session a register will be fully completed in order to ensure the safe arrival of all of the children that should be in attendance. In the event a child does not turn up, the following procedure will take place:

- All staff will be informed that the child is missing.
- The Playleader (or person in charge on the day) will speak to class teacher and office manager to check if the child is attending an extra-curricular club or if they are aware of where the child is.
- The parent will be rung to check to see if the child has been picked up.

#### **If the child cannot be located:**

- Staff will conduct a thorough search of the premises and surrounding area (This includes the nearby parks).
- After 10 minutes the police will be informed. The manager 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 Club.
- The manager will liaise with the police and the child's parent or carer.

#### **If a child goes missing during a session, 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 (This includes the nearby parks).
- After 10 minutes the police will be informed. The manager 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 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**

Police: 999

Social Care: 0345 045 5203

Ofsted: 0300 123 1231

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|------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| This policy was adopted by: Smartkidz Play and Learn | Date: August 2025                                                                             |
| To be reviewed: August 2026                          | Signed:<br> |

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2025): Safeguarding and Welfare Requirements: Safeguarding training [3.30], Organising premises for confidentiality and safeguarding [3.87], Information for parents and carers [3.97].*