

Missing Child Policy

Munchkids have the highest regard for the safety of the children in their care. Staff will always be extremely aware of the potential for a child to go missing during sessions.

Members of staff will undertake periodic head counts, especially at the transition points between sessions. If, for any reason, a member of staff cannot account for a child's whereabouts during a session at the club, the following procedure will be activated:

- The member of staff alerted to the missing child will inform both the Manager and the rest of the staff team that the child is missing and a thorough search of the entire premises will commence.
- The Manager will nominate two members of staff to search the area surrounding the premises.
- A member of staff will ensure that the other children attending the club are brought together and kept calmly in a safe place whilst searches are carried out.
- If after 15 minutes of thorough searching the child is still missing, the Manager will inform the police and then the child parent/carer.
- While waiting for the police and the parent/carer to arrive, searches for the child will continue.
- The Manager will be responsible for meeting the police and missing child's parent/carer. The manager will coordinate any actions instructed by the police, and do all they can to reassure the parents/carers
- Once the incident is resolved all information will be recorded in the Incident Record Book.

Agreed by Committee

William Allen – Chairman MASC

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