



Broughton Primary's Play Buddies Club

Missing Children Policy

Missing Children Policy

Procedure if a Child is not collected

If a child is not collected the emergency number provided by the parents will be called and they will be asked to collect the child. Should there be no response from all contact and emergency numbers and the child has not been collected after half an hour of the club finishing then we will have no alternative, after making further enquiries, than to contact the Duty Social Worker and the advice of the Duty Social Worker will be followed. A late fee is charges to parents.

Procedure in the event of Child lost or missing

In the very unlikely event of a child being lost or going missing, the following procedure will be put into place immediately:

- An immediate search of club, toilet area and school premises.
- The safety and security of the other children must be maintained and at least one adult must remain with these children.
- At least one adult to search of all outdoor areas.
- Parents contacted.
- Police contacted and their advice acted upon.
- CSSIW contacted to inform them of the situation.
- Full incident report written up by the person in charge.
- Once the situation has been resolved the club reviews the reasons for it happening and takes any action necessary to prevent it from happening again.
- The parent/carer receives a copy of the results of the review.

When the situation is concluded, a full enquiry will take place and appropriate steps and actions taken to ensure that all measures are in place to prevent a similar situation arising.

This missing children policy and procedure was passed for use in Broughton Primary's Play Buddies.

On:.....

By:.....Position:.....

By:.....Position:.....

By:.....Position:.....

Date of planned review:.....