

**KINGSMEAD SCHOOL HOYLAKES TRUST LIMITED**  
**Including Early Years Foundation Stage**

**Holiday Club**  
**Missing Child Policy**

**Introduction**

The safety and welfare of our children at Kingsmead Holiday Club is our prime responsibility. All adults working at holiday club are trained to appreciate that they have a responsibility for helping to keep the children safe at all times. There are clear arrangements for registering children in the morning and for handing over children to the care of their parents/guardians at the end of the Holiday Club day. There are physical security measures which prevent unsupervised access to or exit from the infant (including EYFS) building.

The supervisory arrangements for outings involving all children are clearly set out in the Educational Visits Policy (including EYFS). The document is on our staff policy drive and can be provided to parents on request. We review this policy regularly in order to satisfy ourselves that it is robust and effective.

All new staff receive a thorough induction into the importance of effective supervision of all children.

**Action to follow by staff if a child goes missing from school**

If it is discovered a child is missing the following actions are to be carried out:

- Take a register in order to ensure that all of the other children are present.
- Ask all the adults and children calmly if they can tell us when they last remember seeing the child.
- Inform the Holiday Club Manager.
- Arrange for one or more adults to search everywhere within the department, both inside and out, carefully checking all spaces, cupboards, bathrooms where any child might be.
- At the same time occupy the other children in their classrooms.
- Ask the relevant personnel to check the relevant controlled access doors / gates and CCTV records for signs of entry / exit.

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If the child is still missing, the following steps will be taken:

- The Holiday Club Manager informs the Headmaster.
- The Holiday Club Manager informs the Child Protection Officer (CPO).
- The Headmaster telephones the parents / guardians and explains what has happened and what steps have been set in motion. They are asked to come to school at once.
- The Headmaster or CPO will inform the police at once.
- The Headmaster will arrange for staff to search the rest of the school premises and grounds.
- If the child's home is within walking distance, a member of staff will set out on foot to attempt to catch up with the child
- The CPO will inform the Children's Social Care.
- The school will cooperate fully with any Police investigation and any safeguarding investigation by Social Care.
- The Headmaster will inform the Chair of Governors and the governor responsible for child protection.
- The governors will instigate appropriate Major Incident Procedure, using the emergency plan document.

A full record of all activities taken up to the stage at which the child was found will be made for the incident report. If appropriate, procedures will be adjusted.

**Actions to be followed if a child goes missing on an outing**

- An immediate head count and register will be carried out in order to ensure all the other children are present.
- An adult will search the immediate vicinity and will contact the venue manager.
- Arrangements will be made to take the remaining children back to school or to some other place of safety.
- Inform the appropriate Holiday Club Manager if not accompanying the trip and the Headmaster including the CPO.
- The Headmaster telephones the parents / guardians and explains what has happened and what steps have been set in motion. They are asked to come to school at once.
- Contact the police.
- The CPO will inform the Children's Social Care.
- The school will cooperate fully with any police investigation and any safeguarding investigation by Children's Social Care.
- Inform the Chair of governors and the governor responsible for Child Protection.
- The governors will instigate appropriate Major Incident Procedures, using the emergency plan document.

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**Action to be followed by staff once the child is found**

- Talk to, take care of and if necessary comfort the child.
- Speak to the other children to ensure they understand why they should not leave the premises / separate from a group on an outing.
- The Headmaster will speak to the parents to discuss events and give an account of the incident.
- The Headmaster will promise a full investigation (if appropriate involving Social Care).
- Media queries should be referred to the Headmaster.
- The investigation should involve all concerned providing written statements.
- The report should be detailed covering: time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, the length of time the child was missing and how the child appeared to have gone missing, lessons for the future.

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