

Missing Child Procedure

Venture Trails Ltd

Jimmy Grimboll's has the highest regard for the safety and welfare of the children in our care. Staff will always be extremely aware of the potential for children to go missing during sessions.

Even when all precautions are properly observed, emergencies can still arise. Therefore members of staff will undertake periodic head counts especially at the transition points between activities and coming from outside to indoors. 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:

- Check on the register to confirm that the child was due to attend that day and has not been collected.
- Alert the Supervisor and a member of the school staff who will help make enquiries as to when and where the child was last seen.
- Ask the other children when and where the missing child was last seen.
- Enlist the support of the school staff (Breakfast Club) to search the buildings and grounds whilst maintaining supervision of the other children attending the Club
- If after 15 minutes the child has not been found, the Supervisor will contact the parent / carer and make them aware of the incident and the following procedures
- The Supervisor will contact the police, giving child's name, age, Club name, Club address and telephone number and their own name and explain fully what has occurred
- Continue to organise the search for the child
- If the Police or Social Services are contacted then OFSTED also must be informed of the incident.

When such an incident has occurred, as part of the Club's own monitoring system it will be reviewed and further investigated by Management Team who will then make recommendations to ensure that such an incident does not happen again. The incident will be recorded in the Incident Record Book, dated and signed.

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