

Badger Club Policy 10 - Missing Children

Our Club has the highest regard for the safety 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 sessions (in addition to the registration procedures set out in the Arrival and Departures policy). 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:

- All staff will be informed that the child is missing.
- Staff will conduct a thorough search of the premises and surrounding area.
- 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.
- Once the incident is resolved, the Manager and the staff team will review relevant policies and procedures and implement any necessary changes.
- The incident will be recorded in the Incident Record Book. If the police or Social Care were involved in the incident, we will also inform Ofsted.

This policy was adopted by: Long Furlong Badger Club

Date: 11/11/2025

To be reviewed: October 2028

Signed: Lucy Harvey / Chair and Trustee