



Missing Child Policy

Oxford Active 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 at the beginning and end of sessions). If for any reason a member of staff cannot account for a child's whereabouts during a session at the setting, the following procedure will be activated:

- The member of staff in question will inform the Manager and the rest of the staff team that the child is missing and a thorough search of the entire premises will commence. All staff will be extra vigilant to any potentially suspicious behaviour or persons in and around the premises. The staff team will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised.
- If after 15 minutes of thorough searching the child is still missing, the Manager will call the child's parent/carer to check they have not been collected or gone home either with the parent or a friend. The help from other teachers and staff at the school may also be sought at this stage. If the child is still not found, the police will be called.
- While waiting for the police and the parent/carer to arrive, searches for the child will continue. During this period, other members of staff will maintain as normal a routine as is possible for the rest of the children at the setting.
- The Manager will be responsible for meeting the police and the missing child's parent/carer. The Manager will co-ordinate any actions instructed by the police, and do all they can to comfort and reassure the parents/carers.
- Once the incident is resolved, the Manager and the staff team will review relevant policies and procedures and implement any necessary changes (paying particular note to the relevant provisions of the Setting's Safety and Risk Assessment policies).
- All incidents of children going missing from the setting will be recorded in the Incident Record Book, and in cases where either the police or social services have been informed, Ofsted will also be informed.