

## Lost / Uncollected Child Policy

### Children not turning up for The Base

All children who are attending a session at The Base are logged into the daily register.

It is noted at the side of the Childs name if they are attending any after school activities or if they are not attending that session.

If a child does not attend at the expected time we would first make enquiries by asking the Childs teacher or school secretary if the child was at school.

If the teacher has not seen the child being collected we would then contact the parent/carers and all the emergency numbers on the Childs registration form.

If the child cannot be traced then we would inform the police giving as many details as possible (including photograph if possible). We would then inform Ofsted and take guidance from them.

An accurate record of the incident would be kept on the Childs file and in the incident book.

The incident would then be accurately written in the incident book and a copy placed on the Childs file. The parent/carer would also be informed of the incident and have access to the childs file should they wish to read it.

**REMEMBER IS IT POSSIBLE THAT THE PARENT/CARER HAS FORGOTTEN TO CANCEL A SESSION AT THE BASE**

## **Children lost or missing during The Base**

Our club has the highest regard for the safety of the children in our care, staff will always be extremely aware of the potential of the children to go missing during sessions.

Even when all precautions are properly observed, emergencies can still arise. On certain occasions (i.e. After certain games) staff will undertake a head count.

If for any reason a member of staff cannot account for a child's whereabouts during a session at The Base then they should immediately inform the Senior Play Worker. The Senior Play Worker will then inform the rest of the staff and as many staff as possible would make an immediate search of the entire premises whilst maintaining the safety of the other children at The Base.

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.

The Senior Play worker will nominate two members of staff, to search the area surrounding the premises. All staff will be extra vigilant to any potentially suspicious behaviour or persons in and around the Club.

If after 15 minutes of thorough searching the child is still missing, the Senior Play worker will inform the police and then the child's parent/carer.

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 Club.

The Senior Play Worker will be responsible for meeting the police and the missing child's parent/carer. The Senior Play Worker will co-ordinate any actions instructed by the police, and do all they can to comfort and reassure the parent/carers. We would talk to Ofsted for guidance and contact the committee chairperson

Once the incident is resolved, the Senior Play Worker and the staff team will review relevant policies and procedures and implement any necessary changes (paying particular note to the relevant provisions of the Club's site security and Risk Assessment policies).

All incidents of children going missing from The Base 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, as soon as is practicable.

An accurate record of the incident would be kept on the Child's file and in the incident book and we would also send a copy to Ofsted. The parent/carer would have access to the child's file should they wish to read it. The parent/carer would be asked to sign the incident form (*see form 1.6*) of their awareness of the situation.

### **Uncollected Child**

At the end of every session, the club will ensure that all children are collected by a parent/carer or designated adult.

If a child remains uncollected from The Base, at 6pm all contact numbers will be called on the registration form. The child cannot go with anyone else other than the contacts on their registration without prior notice. We will not allow any child to leave The Base with a person that is under the age of 16 years unless permission has been granted by a parent/carer beforehand.

**There are three stages to follow should you encounter 'Late Collection Of A Child':**

**Step 1** – At 6.00pm – all contact numbers to be rung to ascertain the cause for delay and how long it is likely to last. Message will always be left on any answer phone requesting a prompt reply. The child cannot go with anyone other than the contacts on the registration form without prior notice.

**Step 2** – At 6.30pm – Inform committee member and phone relief staff if needed.

**Step 3** – At 7.00pm – Phone Social Care Services duty team Tel: 0845 034 9417.

**CHARGES:** If later than 6.00pm a charge of £10 will be made to cover costs of staff. The committee's discretion used for individual circumstances.

**Police:-** 0845 606 0247

In the event of the social care services being called and the responsibility of the child being passed to a child protection agency, the Senior Play Worker will attempt to leave a further telephone message with parent/carer or designated adult 'answer phone'. Furthermore a note will be left on the clubs premises informing the parent/carer or designated adult of what has happened. The note will reassure them of their Childs safety and instruct them to contact the local Social Care Services duty team.

The above guidelines are displayed on posters within The Base, on both staff and parent/carer notice boards.

Staff will continually care and reassure any child throughout this process, so that they do not become distressed or upset. Two adults will always remain until a child is collected from The Base.

Staff are aware that they should not leave the premises with any child without prior authorisation from a parent/carer.

A written report will be made and logged and remain on the child's personal file. The parent/carers will have access to this along with the Senior Play Worker and Voluntary Management Committee. If this seemed to be a reoccurring problem with any particular child then the Voluntary Management Committee and Senior Play Worker would review the situation.

**Signed \_\_\_\_\_ (Manager) \_\_\_\_\_ (Date)**

**Signed \_\_\_\_\_ (Chairperson) \_\_\_\_\_ (Date)**