



Out of School Club

MISSING CHILD POLICY

September 2023





**Manor Road Primary School Out of School Club
Missing Child Policy**

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Manor Road Primary School Out of School Club Missing Child Policy

The safety of children is our priority whilst they are in our care at Out of School Club. This policy sets out our procedures for dealing with a child not attending a session after school as expected or the unlikely event of a child going missing whilst attending Out of School Club.

Responsibilities:

It is the Club Manager's responsibility to ensure that all relevant staff are aware of this policy, to ensure relevant staff are aware of their responsibilities, what is expected and the procedures to follow and to ensure that the policy is reviewed on a timely basis.

It is the responsibility of all Out of School Club staff to read the policy and act at all times according to its guidance.

It is the responsibility of parents to ensure they provide correct and updated contact information on a timely basis and to know and follow the procedures for drop off and collection of their child at Out of School Club.

Procedures aimed at reducing risk of a missing child

Arrival at morning session:

- Accurate Register printed each day, showing all children who are booked in for that session.
- Parent to inform Out of School Club if their child will not be attending for any reason, eg. session not required, illness, booster session at school, sporting activity etc.
- Member of staff responsible for opening the door and welcoming children and their parent, or their nominated responsible adult.
- Clear procedures for signing every child in.
- Ensure parents are fully aware of the point at which responsibility for the care of their child passes from them to Out of School Club.
- Member of staff responsible for ensuring that the Annexe door is securely closed when parent leaves

During morning session time:

- Children to remain in the Annexe until escorted to school by member of staff
- Any child needing to attend a school booster session or club will be escorted there by a member of staff and handed over to the relevant teacher or club leaders.
- There will be adequate supervision of all children in all areas of the Annexe throughout the morning session.

- External Annexe doors are locked at all times, with the exception of Emergency Exits.
- Children made aware that they must not open any external door in the Annexe and must not leave the building unless escorted by a member of staff.

Collection from school for after school session:

- Accurate Register printed each day, showing all children who are booked in for that session.
- Each class provided with a list of children who are booked in for after school session every day.
- Parent to inform Out of School Club if their child will not be attending for any reason, eg. session not required, illness, council meeting at school, sporting activity etc. Parent must also inform Out of School Club if their child needs collecting from school at the end of a club and escorting to Out of School Club.
- Named member of Out of School Club Staff allocated to collect children from each class.
- All children attending after school session to be escorted first to the school hall and then to the Annexe.
- Named member of Out of School Club Staff allocated to take the Register. Register to be completed by 3.45pm.
- If any child is booked in for a session but is not at the expected collection point, the member of staff must inform the class teacher without delay and:
 - If an expected child has not attended school that day, or has left early, this must be noted on the collection register and the Club Manager must be informed.
 - If an expected child has attended school that day but is not at the collection point for Out of School Club, the Club Manager must be informed without delay and assistance sought to check the playground.
 - If an expected child cannot be accounted for by 3.45pm, the Club Manager must contact the child's parent to check if they have been collected from school.
 - If an expected child has not been collected from school, the Club Manager must instigate the Missing Child Procedure without delay.

During after school session time:

- Children to remain in the Annexe until collected by a parent or other named responsible adult.
- If using the school ground for outdoor activities, children will be escorted to and from the Annexe by a member of staff and supervised at all times whilst outdoors.
- Children attending after school activities connected with school, eg. School Council meeting, sporting club etc., and then attending Out of School Club will be collected from school by a member of Out of School Club staff and registered immediately on entering the Annexe.
- There will be adequate supervision of all children in all areas of the Annexe throughout the after school session.
- External Annexe doors are locked at all times, with the exception of Emergency Exits.

- Children are made aware that they must not open any external door in the Annexe and must not leave the building unless escorted by a member of staff.

Collection from after school session:

- Member of staff responsible for opening the door and welcoming the parent or other nominated adult.
- Parents must inform Out of School Club if they will not be collecting their child personally. Parent must name their nominated adult who will be collecting their child and ensure this adult knows the password.
- If the child is being collected by an adult other than their parent, the Club Manager must ensure this is someone who has been nominated by the parent and passwords must be used.
- Clear procedures for signing every child out.
- Parent or nominated adult must wait in the entrance of the Annexe and a member of staff will escort their child to them.
- Children using the outdoor provision must still be collected from the Annexe, not directly from the playground.
- Ensure parents are fully aware of the point at which responsibility for the care of their child passes from Out of School Club them to.
- Member of staff responsible for ensuring that the Annexe door is securely closed when parent leaves

Procedures in the event of a child going missing

In the event of a member of staff fearing that a child has gone missing while at Out of School Club:

- Member of staff who has noticed the missing child will calmly inform the Club Manager
- AT THE SAME TIME all other available staff will conduct a thorough search of the premises and notify the Club Manager immediately if the child is found
- A thorough check of all exits to be made to make sure all doors were locked/bolted and there are no other ways a child could have left the Annexe. If something is discovered this needs to be drawn to the attention of the staff immediately
- Staff will begin a search of the area immediately
- The safety and care of other pupils is paramount so the security of the Annexe and the number of staff remaining to supervise the other children in the Annexe must be adequately maintained while the search continues
- If the child has not been found after 10 minutes from the initial report of them as missing, then parents should be notified. The Club Manager will decide at which point the police need to be contacted. When contacting parents or carers, the Club Manager should ask them to bring with them a recent photograph of their child
- Staff to write down a description of what the child was wearing and any distinguishing features
- If the missing child has any special medical or learning needs then these need to be noted to be disclosed to police or other agencies

Procedures in the event of a child seen running off the premises

In the event of a child being seen leaving the premises:

- The member of staff witnessing this must inform the Club Manager immediately without losing sight of the child if possible.
- The member of staff should report to the Club Manager where they last saw the child and the direction the child was heading
- The member of staff should then return to their normal duties unless otherwise directed by the Club Manager
- As a general rule, staff should not pursue a child beyond the school boundary however in certain circumstances it may be appropriate to do so, eg to retrieve a child who has accidentally wandered out of an open gate or to follow/retrieve a child with special needs who has deliberately left the premises but in doing so does not understand the gravity of their action.
- Staff are expected to use their professional discretion in deciding whether it is appropriate to go beyond the school boundary in pursuance of such children.
- If a child is followed beyond the school boundary, the member of staff must behave in a manner which is not threatening to the child.
- The member of staff must not run after the child as this may cause the child to run into a dangerous situation, eg the child might run into a road without looking out for traffic in an attempt to evade the pursuing, running adult.
- In exceptional circumstances where a child is known to be liable to run off the premises, the school may prepare and enact contingency search plans involving named staff. When enacting these plans staff should be mindful not to put themselves or the child at risk.
- If a child runs off the premises more than once whilst attending Out of School Club their place will be revoked.

POLICY REVIEW DETAILS		
Policy written by	Karen Marshall	September 2020
Policy reviewed	September 2023	Reviewed and no changes required to body of policy. Contents page and Policy Review table added.
Review schedule	As required	