

Cheeky Monkeys Out of School Club

Missing Child Procedure



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. If for any reason a member of staff cannot account for a child's whereabouts during a session at the club, the following procedures will be activated:

- The member of staff in question will inform both the Manager and the rest of the staff team that the child is missing and a thorough search of the premises will commence. 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.
- Whilst the search is taking place the remaining staff will get the children into a group (keeping a calm atmosphere) to check the register and also do regular headcounts.
- The Manager will nominate a member 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 10 minutes of thorough searching the child is still missing, the Manager will inform the police and then the child's parents/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 routine as is possible for the rest of the children at the club.
- 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 will make every effort 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.
- All incidents of children going missing from the club will be recorded on an incident sheet, and in cases where the police have been informed, Ofsted will also be informed, as soon as is practicable.

If children don't come to Club from School and are booked in.

- Check with the class teacher and school office to see if they have been at school.
 - Check other classrooms, school clubs, playground and toilets.
 - Contact parents/ carers to see if they have collected or gone home with a friend.
 - Speak with class teacher and Head teacher of the school to help look for child/ren.
 - If after 15 minutes of thorough searching the child is still missing, the Manager will inform the police and then the child's parents/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 routine as is possible for the rest of the children at the club.
- If the police were involved in the incident, we will also inform Ofsted.

Useful numbers

Police: 0300 123 4455

Ofsted: 0300 123 1231

This policy was adopted by: Cheeky Monkeys OSC	Date: 7.11.2025
To be reviewed: 7.11.2026	Signed: L.Drover