



## **CHAMPS**

### **CHAMPS Missing, Lost or Uncollected Child**

**CHAMPS is part of Henry Chadwick Primary School**

**CHAMPS has the highest regard for the safety of the children in our care. Staff will always be aware of the potential for children to go missing during sessions**

#### Missing / Lost Child

Even when all precautions are properly observed, emergencies can still arise. Therefore 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 procedure will be activated:

- The member of staff in question will inform both the Session leader and the rest of the school staff team that the child is missing and a thorough search of the entire premises will commence. Staff will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised.
- The session leader will nominate a member of staff to search the premises and inform all other staff that are on-site. If there is only one member of staff in CHAMPS an additional member of school staff **MUST** be alerted and asked to immediately search the area. This can be done by sending an older child to find a member of staff or calling loudly for assistance, whilst maintaining calm for others in CHAMPS.
- All staff will be vigilant to any potentially suspicious behaviour or persons in and around the club.

- After 5 minutes of searching, if the child is still missing, the SLT must be informed.
- If after 10 minutes of thorough searching the child is still missing, the SLT will inform the police and the child's parent/carer. If no member of the SLT is on site, the most senior member of staff should be informed.
- While waiting for the police and the parent/carer to arrive, searches for the child will continue. During this period, staff will maintain as normal a routine as is possible for the rest of the children at the Club.
- The session leader and SLT will be responsible for meeting the police and the missing child's parent/carer. They 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 Head teacher 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 Club will be recorded in the Incident Record Book, and in cases where the police or the Children & Families Assessment Team have been informed, Ofsted will also be informed, as soon as is practicable.

### Uncollected Child

At the end of every session, the Club will ensure that all children are collected by a parent, carer or designated adult, in accordance with the Arrival and Departure Procedures. If for some reason a child is not collected at the end of a session, the following procedures will be activated.

- If a parent, carer or designated adult is more than 15 minutes late in collecting their child, the session leader will call the parent, carer or designated adult, and use any other emergency contact details available in order to try to ascertain the cause for the delay, and how long it is likely to last. Messages will always be left on any answer phone requesting a prompt reply.
- While waiting to be collected, the child will be supervised by a member of staff who will offer them as much support and reassurance as is necessary.

- If, after repeated attempts, no contact is made with the parent, carer or designated adult, and a period of 30 minutes has lapsed, the session leader will call the SLT. The SLT may then inform the police if they deem that this is necessary.
- In the event of the Police being called, the session leader will attempt to leave a further telephone message with the parent/carer or designated adult's answer phone, where available. If the child is taken from the club to a place of safety, a note in an envelope, for the parent/carer or designated adult will be left on the door of the Club's premises. The note will reassure them of their child's safety and ask them to call the club's mobile phone number or Police phone number.
- Under no circumstances will a child be taken to the home of a member of staff, or away from the Club's premises unless absolutely necessary.
- The child will remain in the care of the Club until they are collected by the parent, carer or designated adult, or until alternative arrangements are initiated by the Police.
- Incidents of late collection will be recorded by the session leader and charged for, in line with current charges. Late collection will be discussed with parents/carers at the earliest opportunity. Parents and carers will be informed that persistent late collection may result in the imposition of a fine or the loss of their child's place at the Club.
- Ofsted may be informed.

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