



Missing Child Policy

At Mighty Oaks Before and After School Club we are always alert to the possibility that children can go missing during sessions. To minimise the risk of this happening staff will carry out periodic head counts. If a child cannot be located, the following steps will be taken:

- All staff will be informed that the child is missing.
- If a child cannot be found promptly by available staff members, the head teacher or member of the Senior Leadership Team must be notified immediately and told when and where the child was last seen. Time is of the essence and prompt actions must be taken.
- Staff will conduct a thorough search of the premises and surrounding area.
- If the child is not found within a short period of time, the police must be called by the head teacher, a member of the Senior Leadership Team or Mighty Oaks staff member, only then do you contact the child's parents/carers.
- Staff will continue to search for the child whilst waiting for the police and parents/carers to arrive.
- We will maintain as normal a routine as possible for the rest of the children at the Club.
- The head teacher, member of Senior Leadership Team or Club manager or deputy manager will liaise with the police and the child's parents/carers.

The incident will be recorded on CPOMS. A review of the incident will be conducted along with relevant policies and procedures. We will identify and implement any changes as necessary. If the police or Social Care were involved in the incident, we will also inform Ofsted.

Contact numbers

School Senior Leadership Team member: Joanne Buckley 07554421471

Police: Emergency 999

Leigh Police Station: 0161 856 7229

Social Care Duty Team: 01942 828451

Social Care Duty Team out of hours contact: 01942 828300

Ofsted: 0300 123 1231

<p><u>This policy was adopted by:</u></p> <p>Mighty Oaks Before and After School Club</p>	<p><u>Date agreed:</u> 1st August 2020</p>
<p><u>To be reviewed:</u> August 2022</p>	<p><u>Signatures:</u></p> <p>Club Manager:</p> <p>Epworth Trust:</p>