(SCIO)

MISSING CHILD POLICY

Group Name: Springfield Out of School Care Club (SCIO)

Address of Premises: 141, Springfield Road

Linlithgow

EH49 7SN

Policy Reviewed: October 23

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Kevin Dorrian\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairperson

**This policy has been formulated in line with the clubs Child Protection policy and The Health and Social Care Standards.**

**SOOSCC has the highest regard for the safety of the children within its care. Staff will always be particularly aware of the potential for children to go missing during sessions. Even when all precautions are properly observed, emergencies can still arise.**

In the case of a child having gone/going missing from SOOSCC, before or after they have been in attendance of the Club the following will be implemented -

**Before coming to Club**

The sign in sheet will be checked and the immediate premises searched. The time will be noted and recorded.

One member of staff will check to ensure no diary entry has been made in the daily diary register of children and that no message had been received from a parent/carer regarding absence of the club.

The same staff member will ask at the school whether the child was noted as absence from school that day i.e. sick, on holiday, on school visit or has an appointment**- if the child was absent the manager/ deputy manager will telephone the parent to remind them to always inform the club of a child’ absence**.

The staff member will advise whether the child is absent to the remaining staff at the club - if the child is not recorded as absent the child’s / children’s parent/carer will be contacted to confirm their child/children’s whereabouts if know i.e. they have given them permission to walk home or leave with another child without informing the school or club. If they can not confirm their child’s /children’s whereabouts a further search will be made at school, in the playground and surrounding street and the Club‘s building including toilets, staff will also ask other children from that child’s class if they have seen the child/children head off in a different direction or with another person. If the child can still not be located the parent will be updated, and the police will be contacted.

If the child is found safely or arrives at the club’s premises, the relevant parties will be notified immediately

**During attendance at Club**

Staff will take periodic headcounts throughout the session for their areas. If, for any reason, a member of staff cannot account for a child’s whereabouts during a session at the club, they must inform the manager and other staff that the child is missing, and the manager will follow these procedures.

Commence a thorough search of the entire club. 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.

Search the site and area surrounding the premises. All staff will be extra vigilant to any potentially suspicious behaviour or persons in or around the clubs/school premises

A full search of premises will be done, toilets, cupboards, rooms, including a full search of outside areas.

If the child cannot be located the police will be contacted and the child’s parent/carer, social worker (where applicable) informed of the situation. (Within 15 minutes of thorough search being completed) If a child with ASN has an Autistic missing person form (see care plan) this will be advised to the call handler when calling 999.

A further search of surrounding areas will be carried out, local parks, shops etc.

If the child is then found safely or arrives at the club’s premises, the relevant parties will be notified immediately

Record all incidents of children going missing and write up an incident report form. In the case where the police or social worker has been informed the manager will also inform Care Inspectorate of the incident and complete a Duty of Candor.

Once the incident is resolved, we will hold a meeting with all parties related in consultation and will review relevant policies and procedures and implement any necessary changes, paying attention to the Health and Safety Policy and associated risk assessments as well as produce a Duty of Candor if required.

The above policy adheres to the club's confidentiality policy as well as the Data Protection Act 2018 GDPR.

Helen Anderson