



Missing Child Procedure Policy

At Brackley STEAM Park Academy, 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, particularly when transporting children between locations (e.g., walking from primary school to the premises).

If a child cannot be located, the following steps will be taken:

- All volunteers will be informed that the child is missing.
- Volunteers and myself will conduct a thorough search of the premises and surrounding area.
- After 10 minutes the police will be informed. The manager will then contact the child's parents or carers.
- Volunteers will continue to search for the child whilst waiting for the police and parents to arrive.
- We will maintain as normal a routine as possible for the rest of the children at the club.
- The senior tutor will liaise with the police and the child's parent or carer.

The incident will be recorded in the **Incident Log Book**. A review will be conducted regarding this and any other related incidents 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 West Safeguarding in Education Service Manager
Debbie Carrie

Useful numbers

Police: 0300 011 1222

Social Care: 01604 626 938

Ofsted: 0300 123 1231

This policy was adopted by: Brackley STEAM Park Academy		Date: 18 March 2024
To be reviewed: July 2024	Signed: by Harvey Sharman	