



30: Missing Children

Jesters 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 (in addition to the registration procedures set out in the Arrival and Departures policy). If for any reason a member of staff cannot account for a child's whereabouts during a session at Jesters, the following procedure will be activated:

- The member of staff in question will inform both the Club Manager and the rest of the staff team that the child is missing and a thorough search of the entire 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.
- The Club 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 Jesters.
- If after 15 minutes of thorough searching the child is still missing, the Club Manager will inform the police and then the child's parent/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 a routine as is possible for the rest of the children at Jesters.
- 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 do all they can 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 (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 Folder, and in cases where either the police or social services have been informed, Ofsted will also be informed, as soon as is practicable.

During Trips

Whilst children are on any trips away from club premises the procedures for maintaining the children's safety will always be observed in line with our Visits and Outings policy.

If, despite the above procedures being in place, a child still goes missing then the following procedures will take place:

- One designated member of staff will retrace the groups steps to search for the child at the last point at which they were seen.
- All other children will be kept calm and will stay together.
- Any venue visited will be informed and a search instigated.
- If after 10 mins the child is still missing, the Director will be immediately informed and the police contacted, along with the parents/carers.
- Whilst waiting for the police and parents/carers the search will continue.
- The Manager will be responsible for meeting with the police and co-ordinating any actions instructed by police.
- Once the incident is resolved, the Manager and staff team will review all relevant policies and procedures and implement any changes necessary.

All other procedures will be in line with the policy of children going missing within Club and with the Trips Procedures document.

