



# Play in Ltd

## Missing Children Policy

At Play in Ltd 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 (eg walking from the school to the Club).

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

- All staff will be informed that the child is missing
- Staff 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
- Staff 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 manager will liaise with the police and the child's parent or carer

The incident will be recorded in the **Incident Log**. 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 Ofsted.

### Useful numbers

NSPCC: 0800 800 5000  
Ofsted: 0300 123 1231

### Sheffield:

Safeguarding Advisor for Early Years: 0114 273 5484 / 07969 857 635  
Early Years Inclusion Service: 0114 273 6411  
Sheffield LADO (Local Authority Designated Officer): 0114 273 4850  
SCSP (Sheffield Children Safeguarding Partnership): 0114 273 4450  
Out of hours contact: 0114 273 4855  
WEST MAST: 0114 2506 865/2736 461  
Early Help: 0114 2037 485  
SEN Support Help Line: 0114 2736 009  
South Yorkshire Police: 0114 220 2020 / 999 / 101

This policy was adopted by: Play in Ltd	Date: Sept 2021
To be reviewed: Sept 2022	Signed:

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Information for parents and carers [3.72]* .