



**BROADWATER**  
CHURCH OF ENGLAND  
PRIMARY SCHOOL

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# Wrap Around Care Missing Child Policy 2024-2028

## **Turn your ear to wisdom and apply your heart to understanding (Proverbs 2:2)**

Broadwater is a Christian School. We will enable children to become wise, confident, successful learners with the motivation, skills and responsibility to make a positive difference in God's world. Our vision is underpinned by the values we live by.

*The Holy Spirit produces this kind of fruit in our lives: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. There is no law against these things! Galatians 5:22*

It is this fruit that, in partnership with parents, we will instil in the children of our school.

## **Broadwater Church of England Primary School Missing Child Policy**

Our staff are always alert to the possibility that a child can go missing during a Wrap Around Care session. To minimise the risk of this happening staff will carry out periodic head counts. Head counts will also be carried out periodically during outdoor activities. All staff are made aware of the number of children in their care at the start of every session.

Our prime concern is for the safety and well-being of all children in our care.

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

1. All staff will be informed that the child is missing
2. Staff will conduct a thorough search of the premises and surrounding area. If the child is missing from collection at school, the Manager/Supervisor will consult booking information and correspondence with the child's parents/carers to eliminate the possibility of errors. The Manager/Supervisor will also liaise with the school office to try and determine the child's last known whereabouts.
3. If the child still is not accounted for the Manager/Supervisor will then contact the child's parents/carers
4. If the child's parent/carer is unavailable, the Manager/Supervisor will contact all the named emergency contacts held in our booking system for assistance. They may also seek the assistance of the school in checking for additional emergency contact numbers, to assist in locating the child's parent/carer quickly
5. If we are unable to establish the whereabouts of the child, and if the child is still not accounted for the police will be informed by the Manager/Supervisor
6. Staff will continue to search for the child whilst waiting for the police and parents/carers to arrive
7. If a child goes missing during club, we will establish when the child was last seen. A register will be taken to establish that no other children are missing
8. If staff are involved in the search for a child, they will be permitted to use their personal mobile phones to keep in touch with the Manager/Supervisor. The Manager/Supervisor will keep in regular contact with staff who are searching for the child, using their personal mobile phone or walkie talkies, so that the club phone can be free for communication with the parent/carer or the police
9. The Manager/Supervisor should consider whether anyone else can help in the search for the child (e.g. school staff)
10. We will maintain as normal a routine as possible for the rest of the children at the club, ensuring they are supervised
11. The Manager/Supervisor will expect the assistance of all staff in acting quickly and professionally to locate the child and to ensure the continued smooth running of club, this may mean some staff stepping up to perform the Manager/Supervisor's duties, while the Manager/Supervisor deals with the incident
12. In all cases the Manager/Supervisor will liaise with the police and the child's parent/carer and have information ready to provide as requested
13. The Manager/Supervisor will inform the Designated Safeguarding Lead at the earliest opportunity

The incident will be recorded on the Incident sheet and then a meeting with the Headteacher will follow and a full investigation will be conducted. The investigation will include what happened in the lead up to the child going missing, how it happened and what preventative measures can be implemented to ensure there is no repeat of the incident. Our policies and procedures will be updated accordingly.

This policy was adopted by:	Broadwater Church of England Primary School	Date:	July 2024
To be reviewed:	Annually		