

Youngstars Childcare Ltd

Missing Child Procedure

At Youngstars Childcare 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

Contact details:

Designated Safeguarding Person: Neal Chamberlain (Company Director)

Email address: neal@young-stars.co.uk

Phone number: 07932 757 636

Deputy Safeguarding lead: John Wardle (Company Director)

Email address: john@young-stars.co.uk

Phone number: 07920 426 499

Office Manager: Sarah-Jane Van Der Velden 07749 343 116

Alternatively, you can report the matter direct to the Borough's Children Services:

Wandsworth - 0208 871 6622 (out of hours 0208 871 6000)

Merton - 0208 545 4226

Southwark - 0207 525 1921 (out of hours 0207 525 5000)

Kensington & Chelsea: 020 7641 3991 kduncan1@westminster.gov.uk

Lambeth - 0207 926 5555

NSPCC Child Protection Helpline - 0808 800 5000

Ofsted: 0300 123 1231

This policy was adopted by: Youngstars Childcare Ltd	Date: September 2024
To be reviewed: September 2025	Signed: Sarah van der Velden

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Information for parents and carers [3.74]*.