



CHAMPS Missing, Lost or Uncollected Child

CHAMPS is a part of Henry Chadwick Primary School

CHAMPS has the highest regard for the safety of the children in our care. Staff will always be aware of the potential for children to go missing during sessions

Missing / Lost Child

Even when all precautions are properly observed, emergencies can still arise. Therefore staff will undertake periodic head counts, especially at the transition points between sessions. If for any reason a member of staff cannot account for a child's whereabouts during a session at the Club, the following procedure will be activated:

- The member of staff will contact the session leader who in turn will contact the DSL or another member of senior staff in her absence. Should there only be one adult in CHAMPS, they will notify the DSL / member of the SLT by calling from the hall to gain the attention of a another member of staff. A search of the premises will then commence. Staff will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised. All staff on-site will be notified to support and be extra vigilant to any suspicious persons or behaviour.
- If after 5 minutes of a thorough search, the child is still missing, the SLT will inform the police and 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, staff will maintain as normal a routine as is possible for the rest of the children at the Club.
- The Session leader and SLT will be responsible for meeting the police and the missing child's parent/carer. They 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 Head teacher 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 Book, and in cases where the police or the Children & Families Assessment Team have been informed, Ofsted will also be informed, as soon as is practicable.

Uncollected Child

At the end of every session, the Club will ensure that all children are collected by a parent, carer or designated adult, in accordance with the Arrival and Departure procedures. If for some reason a child is not collected at the end of a session, the following procedures will be activated.

- If a parent, carer or designated adult is more than 15 minutes late in collecting their child, the session leader will call the parent, carer or designated adult, and use any other emergency contact details available in order to try to ascertain the cause for the delay, and how long it is likely to last. Messages will always be left on any answer phone requesting a prompt reply. If only one member of staff is in CHAMPS, this task will be undertaken by another staff member.
- While waiting to be collected, the child will be supervised by a member of staff who will offer them as much support and reassurance as is necessary.
- If, after repeated attempts, no contact is made with the parent, carer or designated adult, and a further period of 30 minutes has elapsed, the Session leader will call the SLT for advice. If the SLT deem it appropriate, they will contact the police.
- In the event of the Police being called, the Session leader will attempt to leave a further telephone message with the parent/carers or designated adult's answer phone, where available. If the child is taken from the club to a place of safety, a note in an envelope, for the parent/carers or designated adult will be left on the door of the Club's premises. The note will reassure them of their child's safety and ask them to call the club's mobile phone number or Police phone number.

- Under no circumstances will a child be taken to the home of a member of staff, or away from the Club's premises unless absolutely necessary.
- The child will remain in the care of the Club until they are collected by the parent, carer or designated adult, or until alternative arrangements are initiated by the Police.
- Incidents of late collection will be recorded by the Session leader and charged for, in line with current charges. Late collection will be discussed with parents/carers at the earliest opportunity. Parents and carers will be informed that persistent late collection may result in the imposition of a fine or the loss of their child's place at the Club.
- Ofsted may be informed.

Ayesha Patel

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