



## **Missing Child Procedure – After School Clubs/Development Centres**

At CurveBall Coaching we are always alert to the possibility that children can go missing during sessions. To minimise the risk of this happening we will carry out periodic head counts, particularly when transporting children between locations.

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

- A member of the school staff will be informed, and help sought to conduct a search.
- All Club 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 Club Leader 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.

### **Useful numbers**

Police: 101 (non-emergency)/ 999 (Emergency)

NSPCC: 0808 800 5000

Crimestoppers: 0800 555 111

Childline: 0800 1111

Wokingham Social Care

Phone: 0118 908 8002.

Email: [triage@wokingham.gcsx.gov.uk](mailto:triage@wokingham.gcsx.gov.uk).

After 5pm or on weekends and bank bank holidays phone 01344 786 543.

Hampshire Social Care

Phone: 0300 555 1384

Email: [childrens.services@hants.gov.uk](mailto:childrens.services@hants.gov.uk)

Out-of-hours service: 0300 555 1373

To lodge a concern directly:

[https://forms.office.com/Pages/ResponsePage.aspx?id=tdiBPwfuF0yGnB20OQGNm8y7\\_6i6st5KjLynMWBE\\_u9UNlk1R0czVDQ0UFQyQkU0UVNSMUQ3M1g5US4u](https://forms.office.com/Pages/ResponsePage.aspx?id=tdiBPwfuF0yGnB20OQGNm8y7_6i6st5KjLynMWBE_u9UNlk1R0czVDQ0UFQyQkU0UVNSMUQ3M1g5US4u)

This policy was adopted by: CurveBall Coaching

Date: 02/06/23

To be reviewed: 02/06/24

Signed: Zack Cullen