

Putney Wraparound Childcare

Missing Child Procedure

At Putney Wraparound 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 (e.g. walking from the school to the Club).

In the event of a child getting lost whilst attending our club or during the pickup and drop off process to school, staff will follow the procedures outlined below.

1 Assess the situation

- 1.1 Staff must remain calm to avoid alarming the other children and staff. Have a look around and double-check the register, noting where and when it was last taken.
- 1.2 Ask the staff (and children where necessary) if they remember when or where they last saw the lost child.
- 1.3 If the child is considered lost the Police should be notified immediately.

2 Safeguard others

- 2.1 Ensure the other children are settled and safe.
- 2.2 Agree who is the most appropriate person to be left in charge of the group and who should begin the search for the lost child.
- 2.3 Agree where the remaining children and staff will stay until further action is decided or the child is found.

3 Initial action

- 3.1 The club manager must be informed immediately staff become aware that a child is missing.
- 3.2 Agree the route the person looking for the lost child will take. For example, the last place the child was seen, the last place the register was taken and the child was accounted for, any agreed meeting points, consider whichever occurred most recently.
- 3.3 A time limit should be agreed as to how long the child will be looked for. This will depend on a variety of factors including the immediate risks posed to the child whilst being lost, e.g. the likelihood they could have been abducted (busy public space), the presence of water etc.
- 3.4 Get local help to support the search, e.g. Police force

4 Informing the police

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The Community Church, Werter Road, Putney SW15 2LL

- 4.1 If the child is not found immediately staff must contact the Police Force by dialling 999.
- 4.2 Contact must be maintained with the appropriate line manager who will advise on any other course of action.

- 5 **Informing parents and carers**
- 5.1 The member of the management team will decide at which stage and how the parent/carer will be contacted and informed.

- 6 **Reporting**
- 6.1 Any incidents involving a child being lost must be reported in writing at the soonest opportunity or on return to the club after an off site trip.
- 6.2 If the child is found safely and the parent/carer is unaware of the incident the club manager must inform the parent/carer on collection of the child

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

Police: Dial 101/999 as appropriate

Wandsworth MASH Team: 020 8871 6622 (9am to 5pm) 020 88716000 (out of hours)

Ofsted: 0300 123 1231

This policy was reviewed	Date for review
25-07-2025	25-07-2026