# Brockham Arts Club – Lost Child Policy

Effective from: July 2025
Next review: July 2026

## 1. Statement of Intent

Brockham Arts Club is committed to the safety and wellbeing of all children in our care. This policy outlines the procedures to follow in the unlikely event that a child goes missing during a session.

## 2. Prevention Measures

- Children are supervised at all times during sessions.
- Staff conduct regular headcounts, especially during transitions, outdoor play, and trips.
- Registers are taken at the start of every session and checked throughout the day.
- Entry and exit points are monitored to prevent unauthorised departures.
- Children are not allowed to leave the premises without permission and must be collected by a nominated adult.

## 3. If a Child Goes Missing

If a child is found to be missing, staff will:
- Alert all staff immediately.
- Conduct a thorough search of the venue, including toilets, cupboards, and outdoor areas.
- Secure the rest of the group and maintain appropriate supervision.
- Ensure all exits are monitored to prevent other children from leaving.
- Check the register and speak to staff and children to gather information.

## 4. Escalation Procedure

If the child is not found within 10 minutes:
- The session leader will contact the police by dialling 999.
- The parent/carer will be contacted immediately.
- The DSL will notify the Local Authority and follow safeguarding reporting procedures.

## 5. After the Incident

- A full written report will be completed and shared with the parent/carer and relevant authorities.
- Ofsted will be notified within 14 days of the incident.
- A review of safeguarding and supervision procedures will be carried out and any necessary actions implemented to prevent future incidents.
- Support will be offered to children, staff, and families affected by the incident.

## 6. Contact Information

In case of an emergency or concern:
📧 brockhamartsclub@outlook.com
📞 [Insert Emergency Phone Number]