



Missing Children Policy

Definition

Children who are due to attend OSCARS, but cannot be accounted for. This includes children attending both on site and off site play schemes.

Purpose

To ensure the whereabouts of all children when they are in the care of OSCARS.

This policy will cover:

- School Term After School Club Non-Attendees
- On-site Holiday Play schemes
- Off-site Holiday Play schemes

Procedure

After School Club

Parents are required to advise OSCARS if a child is to attend an after school club and when the club finishes, so that staff know when to expect the child to report to OSCARS.

If a child fails to attend a pre-booked After School session, OSCARS staff will:

- Contact the appropriate class teacher
- Contact the school office if the teacher is unavailable
- Telephone the nominated 1st contact
- Telephone the nominated 2nd contact
- Telephone the child's home if not one of the above. If alternative contacts are known, every effort will be made to contact them.
- Re try 1st and 2nd contact

If there is no response from any of the above the staff will:

- Dial 999 and speak to the police, giving details of the missing child.
- Document the incident

In the instance of the absence being planned and OSCARS is not notified, the absence will be recorded by the Play Scheme Manager. A letter will be given/sent to the Parents/Carers at the earliest opportunity after the incident:

- 1st occurrence reminder letter will be sent to parent/carer.
- 2nd occurrence reminder letter plus monetary fine.
- 3rd occurrence reminder letter, monetary fine and referral to committee.
- Committee will decide on any further penalty and this could include permanent exclusion of the child/ren from Oscars

On occasions where occurrences are referred to committee, previous years late collections may be taken into consideration, should there be continued issues with missing children.

Please note that the penalties will be reset at the beginning of each school year.

On-Site Play scheme

If a child goes missing during an after school or On-Site play scheme, the staff will:

- Assemble all children inside the terrapin building as soon as possible. (They must stay inside until the child is found or other arrangements made).
- Call the register
- The Play Scheme Manager will confirm the last known whereabouts of the child.
- Dial 999 and speak to the police, giving details of the missing child.
- Contact Parents/Carers
- If staffing allows adequate supervision of other children, search the school grounds and immediate perimeter.

Off-Site Play scheme

If the children are to be taken Off- Site during a play scheme to ensure safety, OSCARS staff will:

- Maintain a staff to child ratio of 1:5
- All children will know the name of their allocated member of staff
- A register of children will be taken before leaving OSCARS. The register will be compiled using the child registration forms so that all contact numbers are immediately available.
- Before leaving to return to OSCARS, the register will again be called.
- A pre-arranged meeting place will be agreed in the event of any emergency.
- Take the OSCARS mobile telephone and encourage any other members of staff to take their personal phones to facilitate contact.

If a child is missing during an Off-Site play scheme, the staff will:

- Assemble all children at the pre-arranged meeting place as soon as possible.
- Call the register
- Play Scheme Manager will confirm the last known whereabouts of the child
- Inform the venue and call the Police
- Call the Parent/Carer

If the child has not been found by the time the coach is due to leave, the staff should take the advice of the police. If a member of staff is to stay, adequate supervisory cover for the remainder of the children must be maintained.

Date first adopted by OSCARS management committee	01.06.02
Date of latest review	23.02.2015
Review signed on behalf of OSCARS	C. Mumby
Position	Chairperson