



Safe Hands Afterschool Club

Missing Child Policy



Approved by: Melanie Lawlee

Date: 24/03/2026

Review Date: 24/03/2027

1. Purpose

Safe Hands Afterschool Club recognises that the safety of children is paramount. This policy outlines the procedures to be followed should a child go missing during a session. It ensures prompt, effective action is taken to safeguard the child and meets the **EYFS statutory framework 2025 Safeguarding and Welfare Requirements**.

2. Scope

This policy applies to:

- All children attending Safe Hands Afterschool Club.
 - All staff, volunteers and students.
 - All club sessions, including transitions between locations (e.g. walking from school to the club.)
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3. Legal & Statutory Framework

This policy is informed by:

- **Early Years Foundation Stage (EYFS) statutory framework 2025** – safeguarding and welfare requirements.
 - **Working Together to Safeguard Children 2023**.
 - **Keeping Children Safe in Education (KCSIE) 2025**. (where applicable to shared sites)
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4. Preventative Measures

To minimise the risk of a child going missing, Safe Hands Afterschool Club ensures:

- Staff remain vigilant at all times.
- A register is completed on the children's arrival.
- **Regular head counts** are carried out during sessions.
- Head counts are conducted **particularly when transporting children between locations**, including walking from school to the club and when re-locating to the playgrounds.



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- Staff follow agreed supervision ratios and positioning during transitions.
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5. Procedure if a Child Goes Missing

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

1. **All staff are informed** that a child is missing.
 2. Staff conduct a **thorough search** of the club premises and surrounding area.
 3. If the child has not been located **within 10 minutes**, the **police are contacted**.
 4. The **Manager** will then contact the child's **parents or carers**.
 5. Staff continue searching for the child while waiting for the police and parents/carers to arrive.
 6. Wherever possible, the club will **maintain a normal routine** for the remaining children to reduce distress.
 7. The **Manager liaises with the police and the child's parents or carers** throughout the incident.
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6. Recording and Reporting

- The incident is recorded in the **Incident Log**, detailing:
 - Time the child was identified as missing
 - Actions taken
 - Agencies contacted
 - Outcome of the incident
 - A **review is conducted** following the incident, including any related policies and procedures.
 - Any required changes to practice are **identified and implemented promptly**.
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7. Notification to Ofsted

- If the police or **Children's Social Care** are involved in the incident, **Ofsted will be informed** as required by EYFS regulations.
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8. Useful Contact Numbers

- **Police (Emergency): 999**
 - **Ofsted: 0300 123 1231**
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9. Monitoring & Review

This policy is reviewed annually or sooner if:

- There is a missing child incident
- EYFS guidance or safeguarding legislation changes

10. Related Policies

This policy should be read alongside:

- Safeguarding & Child Protection Policy
- Accident & Incident Policy
- Visitor Policy
- Health & Safety Policy