

The Breezy Club

Missing Child Procedure

At The Breezy Club Ltd, 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.

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

- All 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 Camp.
- The manager 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: 999 or [\[020 7230 1212 - Wood Green Police Station \]](#)

Social Care: [\[Monday to Thursday 8.45am to 5pm; Friday 8.45am to 4.45pm\]](#)

Tel: [020 8489 4470](#); Out of office hours, including weekends the Emergency Duty Team

Tel: [020 8489 0000](#)]

Ofsted: 0300 123 1231

This policy was adopted by: The Breezy Club Ltd	Date: 14.09.2024
To be reviewed: 14.09.2027	Signed:  Leonidas Andronicou

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Information for parents and carers [3.73]*.