



Missing Child Procedure

1. Purpose

This procedure ensures that children attending After School Clubs, Wraparound Care, and Holiday Camps are kept safe at all times, in line with safeguarding requirements, the EYFS (where applicable), and Ofsted expectations. It sets out clear actions for staff to follow if a child is missing or unaccounted for.

The procedure supports the organisation's duty to safeguard and promote children's welfare and to take immediate action where a child may be at risk.

2. Scope

This procedure applies to all staff, volunteers, and leaders working with children during: - Before- and After-School Clubs - Wraparound care sessions - Holiday and activity camps - On-site and off-site activities

3. Definition

Missing Child: A child who cannot be accounted for during routine supervision, headcounts, or transitions and whose location is unknown.

4. Responsibilities

All Staff

- Have a duty to safeguard and promote the welfare of children at all times
- Maintain vigilant supervision and follow agreed ratios
- Carry out regular headcounts and register checks
- Report concerns immediately if a child is unaccounted for

Person in Charge (PIC)

- Act as the Designated Lead during a missing child incident
- Ensure children remaining on site are safe and supervised
- Coordinate the search and escalation process
- Contact parents/carers, Police, and external agencies as required
- Ensure accurate records are completed



5. Prevention

- Maintain correct staff-to-child ratios
- Complete headcounts:
 - On arrival and collection
 - Before and after transitions
 - Before and after outdoor play
 - During off-site activities
- Keep registers accurate and up to date
- Secure entrances and exits
- Clearly define supervision zones

6. Missing Child Procedure

Step 1: Immediate Check (0–5 minutes)

- Stay calm and act immediately
- Check the register and recent headcount
- If an After School Club – liaise immediately with the school office and Munchkins HQ on the whereabouts of the child in school on the day
- Ask staff when the child was last seen

Step 2: Alert the Person in Charge (PIC) (Munchkin Sports Manager)

- Inform the Person in Charge immediately
- PIC allocates staff to supervise the remaining children

Step 3: Immediate Search (up to 10 minutes)

The PIC coordinates a search of: - Activity rooms and classrooms - Toilets and changing areas - Outdoor areas and boundaries - Storage areas and quiet spaces

Search Rules: - Work in pairs where possible - Call the child's name calmly - Do not leave the premises unless directed

Step 4: Secure the Site

- Monitor exits and entrances
- Pause arrivals or collections if needed
- Keep other children calm and supervised



Step 5: Escalate

If the child is **not found within 10–15 minutes**, or if there is an **immediate risk**: - Call the Police immediately - Provide the child's name, age, description, clothing, and last known location

Step 6: Inform Parents/Carers

- The PIC contacts the child's parent/carer
- Share clear and factual information
- Provide regular updates

7. If the Child Is Found

- Ensure the child's safety and wellbeing
- Provide first aid if required
- Reassure the child
- Inform parents/carers and Police (if contacted)

8. Recording and Reporting

The PIC must complete an incident report including: - Times and actions taken - Staff involved - Where and when the child was found - Any follow-up actions

Reports must be shared with management and relevant authorities as required.

9. Review

- A debrief will take place as soon as practicable following any missing child incident
- Actions and learning points will be recorded
- Procedures, risk assessments, and staffing arrangements will be updated where required
- Incidents will inform future staff training and supervision

This procedure was reviewed on the 5 January 2026 by:

A handwritten signature in purple ink that reads "Ellis".

Alexandra Ellis, DSL for Munchkin Sports Ltd.

Next Review due on 03/01/2027