

# Missing Child Policy

## Allstars

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## 1. Policy Statement

Allstars is committed to ensuring the safety and security of every child in our care. The risk of a child going missing is minimal due to our robust procedures, controlled environment, and vigilant supervision. However, in the unlikely event that a child goes missing, this policy outlines the steps staff must follow to respond swiftly, calmly, and effectively.

## 2. Scope

This policy applies to all Allstars provision, both term-time and holiday clubs, for children aged 4–11. It covers both indoor and outdoor activities and includes the use of external coaches.

## 3. Preventative Measures

- Children are signed in and out by a parent or authorised adult each day.
- Headcounts are completed regularly, especially during transitions, breaks, and toileting.
- Children are supervised at all times, including during free play.
- Secure access systems are in place to prevent unauthorised entry or exit.
- Staff are assigned zones and remain vigilant.

## 4. If a Child Goes Missing On Site

If a child cannot be located:

1. **Immediate Check** – The area is searched calmly but thoroughly by available staff. Toilets, cupboards, and all rooms are checked.
2. **Register Check** – Verify who is present and confirm whether the child was signed in.

3. **Site Security** – All exits are secured. Other staff are notified and children safely gathered in one area under supervision.
4. **Inform DSL/Manager** – The Designated Safeguarding Lead or senior staff member takes control of the situation.
5. **Extended Search** – If the child is not located within 5–10 minutes, escalate the response.

## **5. If the Child Is Still Missing After 10 Minutes**

- **Call the police** and report a missing child (dial 999).
- **Contact the parents or guardians** to inform them of the situation.
- **Continue searching** in coordination with emergency services.
- All other children remain supervised and reassured.
- A written log of the incident is started and maintained throughout.

## **6. If a Child Goes Missing Off-Site**

Although Allstars does not currently take children off site, in the event of a change to provision (e.g. visiting coach-led outdoor sessions), the following applies:

- All children are given high-visibility clothing and staff-to-child ratios are increased.
- If a child goes missing, staff follow the same search and escalation procedure as above, starting with an immediate search and notifying the DSL.

## **7. After the Incident**

Once the child is found and the situation is under control:

- The child is comforted and checked for injuries.
- A full report is written and shared with parents and relevant authorities (including Ofsted if required).
- An internal investigation is carried out.

- Risk assessments and procedures are reviewed and updated.

## **8. Review**

This policy is reviewed annually, or immediately following any incident of a missing child.

**Date of next review:** August 2026

**Policy lead:** Club Manager / DSL