



Missing Child Policy

Aim:

- At **Venture Kids** we aim to keep children safe at all times in our care.
- We are always alert to the possibility that children can go missing during sessions.

Procedure:

To minimise the risk of this happening staff will carry out periodic head counts, particularly when transporting children between locations (e.g. walking from the school to the Club).

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.
- The manager will then contact the child's parents or carers.
- The manager will then decide an appropriate time to contact the police.
- 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 Club.
- 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.
- If the police were involved in the incident, we will also inform Belfast Trust Early Years team.

Useful numbers

Strandtown police station: 02890650222

Belfast Health and Social Care Trust

Early Years: 02895042811

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