



# MISSING CHILD POLICY

## SPORTITUDE LTD

This policy was adopted by: Sportitude Ltd	Date: 27/7/22
This policy has been reviewed by: Sportitude Ltd	Date: 3/10/24
Policy review due	Date: 3/10/25
Signed by the company director	Signed: Mark Griffiths





At Sportitude we are always alert to the possibility that children can go missing during sessions. To minimise the risk of this happening we will carry out periodic head counts, particularly when transporting children between locations within the setting.

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

- If a school-based session, a member of the school staff will be informed
- A member of the Sportitude Management team must be contacted. You should have the numbers of these individuals saved in your phone.
- Help should be sought to conduct a search.
- All staff at the session 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 session leader 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 session.
- The session leader will liaise with the police and the child's parent or carer.

The incident will be recorded on an incident report form. 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.