

Missing Child Policy

Allstars

Office Address: 3 Crewe Road, Sandbach, CW11 4NE

Email: office@weareallstars.co.uk

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