

Ely and Caerau Children's Centre - ECCC including Holiday Club

Missing Child Policy

Policy Statement

The Ely and Caerau Children's Centre (Holiday Club) recognises that in the event of a child going missing it is essential that agreed procedures are quickly implemented in order to secure the well being of the child.

Content of Policy

There are a limited number of situations where a child could be missing and these are:

- 1) Where a child wanders off on an outing
- 2) Where a child wanders away from the premises
- 3) Where a child is taken from Centre by an unapproved adult
- 4) Where a child is hiding
- 5) Where a child is missing from the agreed collection point
- 6) Arrival and collection Policy

Procedure

Should a child become lost in circumstances as listed in points 1-4, the following action should be taken:

- * Make enquiries with relevant members of staff as to when the child was last seen and where.
- * Remember the safety of other children, with regard to supervision and security.
- * Ensuring that the remaining children are sufficiently supervised and secure, one or preferably two members of staff should search the building, outdoor premises and immediate vicinity.
- * If the child cannot be found within fifteen minutes then the Police and parents must be informed.
- * Continue to search, opening up the area, keeping in touch with mobile phone if available.
- * An incident form will be completed explaining exactly what happened. All the staff present, the child's parent/carer and the police should read and sign it.
- * When the situation has been resolved, members of staff should review the reasons for it happening and ensure measures are taken to ensure that it does not happen again.
- * The insurance company is notified.
- * The Care Inspectorate for Wales is notified.

Child missing from Holiday Club collection Point

- * The Head of Centre or Deputy Head of Centre will be informed immediately.
- * Any other children that have been collected should be kept calm and in one place while the search is carried out.
- * If the child is not found in the immediate centre's grounds, the following people will be contacted:
 - a) The parent/carer

b) The Police

- * An Incident form will be completed explaining exactly what happened. All the staff present, the child's parent/carer and the police should read and sign it.
- * When the situation has been resolved, members of staff should review what the reasons for it happening and ensure measures are taken to ensure that it does not happen again.
- * The Insurance company is notified
- * The Care Inspectorate for Wales is notified.

Contact Details

CIW

Welsh Government Office

Sarn Mynach

Llandudno Junction

LL31 9RZ

MASH Team, Cardiff County Council 02920 338506

Emergency Duty Team, Cardiff County Council 02920 788570

**Arrival and Collection Policy
Including child not collected procedure**

- * All children will be signed and in and out by a Senior Play Worker. All children should be collected from the main hall door by 4pm.
- * We reserve the right to withdraw the service from any parent/carer who persistently collects their child late.
- * We have a late payment fee of £5.00 per every 15 minutes late, A letter of notice will be issued first.
- * If any parent is late the Head/Deputy of Centre must be informed and the Senior Playworker will then phone the parents or emergency contacts.
- * If the parents are more than 15 minutes late the child will stay with the Head/Deputy or Senior Playworker until a parent arrives.
- * Parents must inform staff if anyone other than authorised persons is collecting their child. If anyone else comes to collect the child, who has not been authorised the Senior Playworker should be informed and will contact the parent by telephone.
- * A child will not be released to anyone under the age of 14 or anyone they judge to be unfit to collect, e.g. an adult who is intoxicated. In these circumstances the advice of the Head/Deputy or DSP will be sought.
- * In the case of a child not being collected at all or parents/carers are uncontactable a duty social worker will be contacted at Intake and Assessment.

Signed by:

The chair of governors on behalf of the governing body:

The Headteacher:

Date approved by the full governing body:

Review: June 2028