**KNIGHTWOOD KIDS CLUB**

**OFSTED REGISTRATION NUMBER 110551**

**CHARITY NUMBER 1081786 – KIDS CLUB NETWORK 4734**

**C/O KNIGHTWOOD PRIMARY SCHOOL, BELLFLOWER WAY,**

**CHANDLERS FORD, HAMPSHIRE SO53 4HW**

**POLICY REGARDING MISSING CHILDREN**

**The Knightwood Kids Club has the highest regard for the safety of the children from the time they arrive until they are collected. Staff will always be alert to the potential for children to go missing during sessions at the afterschool club and the holiday club. If for any reason a member of staff cannot account for the whereabouts of a child during the session at the club, the following procedures will be followed:-**

* **The member of staff will inform the KKC Manager and a thorough search of the entire school will be made. The Headteacher and any teaching staff on site will be asked to assist in the search. The staff will be careful to ensure that all other children remain safe and adequately supervised.**
* **If the child remains missing, the grounds of the school will also be searched along with the immediate area around the club. All staff will be especially vigilant to any suspicious behaviour of persons in and around the club.**
* **If after 15 minutes of thorough searching the child still remains missing, the child’s parents/carer’s will be called initially followed by the Police if necessary. Searches will continue whilst waiting for the Police and parents/carers to arrive.**
* **The KKC Manager will follow all instructions from the Police.**
* **Once the incident is resolved, the KKC Manager and the staff will review their security and collection procedures and make necessary changes.**
* **All such incidents will be recorded in the incident file and where Police have been called, OFSTED will be informed as soon as possible and the registration status of the club reviewed.**

**POLICY START DATE …………………………………. 1st September 200**

**POLICY REVIEWED DATE …………………………..13th August 2015**

**Reviewed Sept 2016 Reviewed Sept 2017**

**Reviewed Sept 2018 Reviewed Oct 2019**

**Reviewed Jan 2024**