

## **Fun Five Policy on Missing Children**

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

- Where a child wanders off
- Where a child escapes from the premises
- Where a child is taken from the club by an unapproved adult

Should a child become lost in circumstances as listed, 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 Parent/Carer(s) must be informed.
- Continue to search, opening up the area, and 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(s) 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 make sure that it does not happen again.
- The insurance company is notified.
- The Care Inspectorate for Wales is notified.