



SECTION	Safeguarding
POLICY	Lost or Missing Child Policy
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VERSION	2
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1. Policy statement

Club Doncaster take the safety of all children very seriously and will take every precaution necessary to ensure that the children in the organisation care do not leave a session unaccompanied, or without the correct authority to leave on their own.

Club Doncaster will train staff to be aware of their responsibility for the security and safety of children attending a session – and to follow defined procedures relating to the taking of registers and for allowing children to leave a session.

Club Doncaster implements this policy as an integral part of its approach to the safeguarding and protection of all children.

2. Purpose of this policy

The purpose of this policy is to state clear steps that should be followed by members of Club Doncaster staff in the unlikely event that a child was unaccounted for, lost, missing or had absconded.

3. Parent and guardian responsibilities

Parent(s) and/or guardian(s) must inform the member of Club Doncaster staff responsible for the session or activity, if their child will be absent for any given session or activity that they were expected to attend. This communication can be delivered through a handwritten note, email, in person or through telephone message/call.

4. Club Doncaster staff responsibility

If the child is missing at the time of the first register being taken, the staff member should check whether the absence has already been reported by the parent(s) or guardian(s). If no notification has been provided, the parent(s) or guardian(s) should be contacted.

If a child was present during first registration and is not identifiable during a session or activity, staff must:

- Alert all staff present;
- Lock down the building and/or area occupied (this means no one is allowed to leave or enter where ever they are until the child is located);
- Club Doncaster's safeguarding team to be notified;
- Staff to conduct search;
- If there is no sign of the child within 10 minutes of being alerted to being missing, parent(s)/guardian(s) are to be alerted;
- If there is no sign of the child within 20 minutes of being alerted to being missing, Police are to be informed.

5. Post-incident reporting

A detail written report of the incident, including the time of disappearance, search efforts and communications will be filed with Club Doncaster's safeguarding team.

A debrief should take place once the child is located. The purpose of this is to review the incident, ensure that all procedures were followed and discuss any improvements that could be made for future prevention.

6. Follow-up

Parents should be met following the incident to discuss the circumstances and review any additional measures to ensure children's safety in the future.

They should be informed of what has been done in response to the incident.

Counselling and/or emotional wellbeing support should be offered to the child, parent(s) or guardian(s) and staff if they have suffered any trauma or anxiety from the incident.

Policies and procedures should be reviewed on the back of any incident.

7. Policy review

This policy will be reviewed annually, at the least, with any amendments to come on the back of any incidents which may occur where learnings can be taken from.

