



## Missing Child Procedure

At PH Camps we are always alert to the possibility that children may and can go missing during our provision.

To minimise the risk of this happening staff will undertake the following safety measures:

- Periodic head counts, particularly when transporting children between locations (e.g. walking from the school to the wraparound care club).
- Buddying children up so that children can make us aware if their buddy is not there
- Registers being undertaken at both drop-off and pick-up

## Missing Child Process

If a child cannot be located during PH Camps provision, the following steps will be taken:

- All staff at that provision will be informed that the child is missing.
- Staff will conduct a thorough search of the premises and surrounding area.
- After 10 minutes a decision will be made to inform the police. The Lead Person on site will make the phone call to Police on either 999 or 101. Police will ask specific details about the child such as: age, height, hair / eye colour, what they were wearing and last thing the child said. The Lead person on site is best placed to provide these details as they would be the last adult to see the child. The Lead Person should be aware that they will also be asked when the last time was, they saw the child and what was their emotional state at the time. They will also be asked for the parents contact details and whether they have been informed
- The Site Lead will inform the child's parents or carers.
- Staff will continue to search for the child whilst waiting for the police and parents to arrive.
- The Site Lead/Assistants will maintain as normal a routine as possible for the rest of the children at the provision (Wraparound Care Club, PH Camp, FUEL camp) ensuring children remain supervised.
- The Site Lead will liaise with the police and the child's parent or carer.
- The DSL should be informed when all the above steps have been taken



## Investigating the Incident

Following an incident of a missing child the below steps should be followed:

- The incident should be recorded on MyConcern, at the earliest convenience by the site lead following the conclusion of the incident
- A review will be conducted by the company DSL regarding this and any other related incidents along with relevant policies and procedures.
- PH Camps will identify and implement any changes as necessary from the learning points that may come from this incident to improve our policies and procedures.
- If the police or Social Care are involved in the incident, PH Camps will inform Ofsted.

This policy was adopted by: PH Camps	Date: 18/02/2025
To be reviewed: 17/02/2026	Signed: Hayley Collins

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2023)*

North Somerset	01275 888 808 - Monday to Friday 8am - 6pm 01454 615 165 - Out of hours and at weekends
Somerset	Children's Social Care on 0300 123 2224 Email: <a href="mailto:childrens@somerset.gov.uk">childrens@somerset.gov.uk</a> Emergency Duty Team (EDT) on 0300 123 23 27
Wiltshire	Integrated Front Door Service (IFDS)   MASH   Early Support Hub (ESH)  0300 456 0108 E-mail: <a href="mailto:mash@wiltshire.gov.uk">mash@wiltshire.gov.uk</a> Out of Hours Emergency Duty Service (Mon-Thurs 5pm to midnight, Fri 4pm-midnight)  0300 456 0100

Other Important contact numbers

Police: 101 (non-emergency) or 999 (emergency)

Prevent/Anti-terrorist hotline: 020 7340 7264 / 0800 789321

NSPCC: 0808 800 500

Ofsted: 0300 123 1231