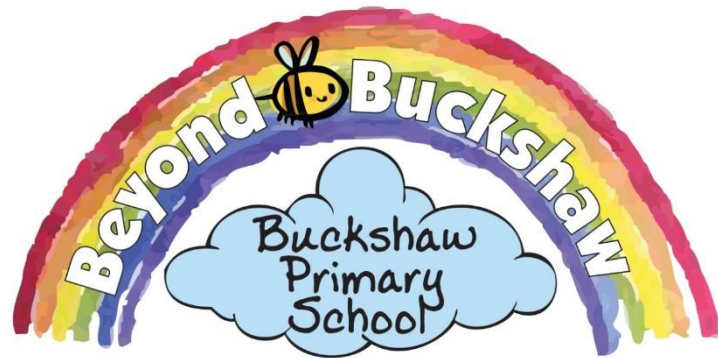


# Buckshaw Primary School



## Missing Child Procedure September 2022

*At Buckshaw we aim to prepare our children for their future  
by raising aspirations and developing resilience within a  
happy, safe and caring environment*

At Beyond Buckshaw our staff are always alert to the possibility that children can go missing during sessions. To minimise the risk of this happening staff will carry out periodic head counts, particularly when transporting children between locations.

If a child cannot be located, the following steps will be taken:

- All staff will be informed that the child is missing.
- Staff will conduct a thorough search of the premises and surrounding area.
- After 15 minutes the police will be informed. The manager will then contact the child's parents or carers.
- Staff will continue to search for child whilst waiting for the police and parents to arrive.
- We will maintain as normal a routine as possible for the rest of the children at the Club.
- The manager will liaise with the police and the child's parent or carer.

The incident will be recorded in the **Incident Log**. A review will be conducted regarding this and any other related incidents along with relevant policies and procedures. We will identify and implement any changes as necessary.

If the police or Social Care were involved in the incident, we will also inform Ofsted.

#### **Useful numbers**

Police: 01257269021

Social Care: 08450 530009

Ofsted: 0300 123 1231

A Mensforth, Beyond Buckshaw Manager  
September 2022