



Missing Child Policy

At Just Play Sports LTD, we are committed to safeguarding the children in our care. All staff are aware of the possibility that a child may go missing during a session and take proactive steps to reduce this risk, including periodic head counts, particularly when moving children between locations (e.g., walking from school to the Club).

Procedure if a Child Goes Missing

1. Immediate Action

- All staff are informed that a child is missing.
- Staff conduct a thorough search of the premises and surrounding area.

2. Escalation

- If the child is not found within **10 minutes**, the manager will:
 - Contact the **police**.
 - Notify the child's **parents or carers**.

3. Ongoing Actions

- Staff continue to search for the child while waiting for the police and parents to arrive.
- The rest of the children are supervised and routines maintained as normally as possible.
- The manager liaises with the police and parents throughout.

4. Recording and Review

- The incident is recorded in the **Incident Log**.
- A review is conducted to identify any improvements to procedures or practices.
- If the **police or Social Care** are involved, **Ofsted** will also be informed.

Useful Contacts

- Police: 01865 841148
- Social Care: 0118 908 8002
- Ofsted: 0300 123 1231