Milford Morning Club has the highest regard for the safety of the children using the facility. All staff are aware of the main contents of the government’s most recent guidelines on Child Safeguarding \(^1\) and they know that every child booked in needs to be accounted for. Despite this however, emergencies may still arise.

**In the event of a child not turning up to a booked session the Play Leader will:**

- Check the booking register to see if there has been a cancellation for that child;
- Check the Club email address and mobile phone to see if a message has been left;
- Contact the relevant School office to see if the child is absent due to sickness/holiday/appointments;
- Contact the home address to ensure that the child is safe.

**NEVER TAKE THE WORD OF ANOTHER CHILD AS TO THE REASON WHY A PUPIL HAS NOT SHOWN UP FOR THE SESSION**

All children away from the hall to use toilet/kitchen facilities will be escorted and staff will take periodic headcounts during the breakfast and activity sessions.

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\(^1\) Working Together to Safeguard Children, Department for Education, Updated February 2017  
If, for any reason, a member of staff cannot account for a child’s whereabouts during a session at the Club, the following procedure will be activated:

- The member of staff in question will inform the Play Leader/Play Workers and all other members of staff that the child is missing and a thorough search of the entire setting will commence. This will be carried out by one Play Leader and one Play Worker.
- Prior to the search one of the Play Leaders will redeploy staff roles to ensure that all other children remain safe and are adequately supervised. Staff must be careful not to create an atmosphere of panic.
- Those staff searching should be able to communicate with the remaining Play Leader when searching - keep the Club’s mobile phone with the Play Leader;
- All areas around the immediate vicinity of the club should be searched i.e. toilets, ICT suite, classrooms, playgrounds;
- A general site announcement should be made via the office in order to extend the search and make all staff on site vigilant;
- If the child cannot be located immediately as a result of the initial site search (within 15 minutes) the Play Leader should call the parent/carer and if the child has not returned home then the police should be called (999);
- The police will want to know:
The Play Leader is responsible for liaising with the Police and the child’s parents/carers and they will co-ordinate any actions instructed by the Police and stay with the parents/carers of the missing child;

- Staff should continue to search for the child until the Police take over responsibility for the search. If a child is found all parties contacted previously i.e. Police, Parents/carers, staff must be informed immediately;

- If the child is found and is injured or is unwilling to return to the Club then the child’s parents/carers must be contacted (if they have not been already) to come and collect the child.

When the incident is resolved it must be documented immediately\(^2\) by the Play Leader which should include any conversations and advice from the police, the actions taken and the impact on existing club policies and procedures - this must be given to the club’s Management and school’s Headteacher as a matter of urgency

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\(^2\) Incident Report Form
• If the incident is of sufficient severity where the Police and Social Services have been called it may be necessary to notify Ofsted in writing and inform other school stakeholders. The Morning Club’s Management must meet as a matter of urgency to assess impact on the Club and its operation;
• Risk assessments should be revisited if necessary by the club’s management and any changes to procedure told to staff by the Play Leaders and documented as soon as possible.