



1066 Kids Club Missing Child Policy

We ensure that all children are signed in upon entry and complete a register at least twice per day in the morning and lunchtime. Regular head counts are undertaken whenever we move between spaces eg go outside/ come back in to play. We ensure that other staff are aware when we take children to the toilet and count children in and out at these times.

When going on outings we ensure ratios of 1:8 children and carry and register at all times. We count children in and out and ensure children are grouped with a named adult.

If children are booked into 1066 we ensure that we call by 9.30 to ask why they haven't attended that day and parents' responses are recorded on the register. If we know that are known to a social worker or other professional this may be shared with the child's school or social worker as an attendance/ safeguarding concern.

Children are supervised by our staff at all times, in the event of a missing child whilst within our care we would call the Police, Parents and send a member of staff to look for the child. This would be raised as a serious incident and recorded as such. Ofsted and ESCC would be notified of this incident.

At the end of our sessions all children are signed out upon collection. Children are only signed out to adults known to us - if a parent has let us know someone new is collecting a child we ask for a password to be set. We will call parents and seek permission if an unknown adult arrives to collect a child - no child will be released without parental permission.

Reviewed 29/10/25

