



Missing Child/Children Policy

Even when all precautions are properly observed, emergencies can still arise. Therefore, members of staff will undertake periodic head counts, in addition to the registration procedures in arrival and departure. If any child goes missing whilst in the care of a member of OUFC staff there is a procedure, which must be followed, please see below. If a child fails to appear for a coaching session/lesson contrary to parent expectations, there is a procedure, which must be followed, please see below.

- The member of staff in question will inform the rest of the staff team that the child is missing and a thorough search of the entire premises will commence. All staff will be extra vigilant to any potentially suspicious behaviour of persons in and around the area. The staff team will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised.
- If after 15 minutes of thorough searching the child is still missing, the member of staff/coach will inform Lead Phase Coach or Academy Manager/RTC Manager and also the police, and then the child's parent/carer. The Welfare Officer will also be informed.
- Whilst waiting for the police/parents/carer to arrive still continue searching for the missing child/children, other staff to maintain as normal a routine as possible for the other children.
- Once the incident is resolved staff/coach will review relevant policies and procedures and implement any necessary changes (paying particular note to the relevant provisions of the Club's Risk Assessment policies).
- All incidents of children going missing from the site will be recorded in a minuted meeting where above will be reviewed.