

## Missing child policy

### 1. Purpose of this document

Boom Active has the highest regard for the safety and welfare of all children who attend their sessions. This policy gives reference to the procedure that is carried out if a child goes missing during a session.

Boom Active aims to operate using a ratio of 1:12 staff to children. If in any instance this is not possible, the correct measures will be put in place to ensure the maximum supervision possible of all children at all times.

### 2. Responsibilities

The Boom Active Director (BAD) registers all children at the start of each session. A register is given to each lead staff member for their group.

The BAD carries out an initial head count at the start of each session. Subsequent head counts are carried out by lead staff members on an hourly basis. In addition to the hourly head counts, registers will be retaken after breaks, including toilet and lunch.

Any Boom Active staff member who notices a child is missing must notify the BAD immediately, who will then allocate a team to start an initial search of premises.

The BAD is responsible for contacting the parent/carer in the event of a missing child and in the event of the child not being found in the outlined timeframe will telephone 999 to notify the Police.

The Boom Staff members allocated to remain with the rest of the children will ensure they are kept calm and safe until the situation is resolved or Parents/cares or designated adult collect them.

### 3. Procedure for missing child

The BAD will notify the rest of their staff that the child is missing and will inform which staff members are to stay with the remainder of the group and which ones will begin a thorough search of the entire premises.

The staff team searching for the child will be careful not to create an atmosphere of panic.

All staff will be extra vigilant to any potentially suspicious behaviour or persons in and around the premises.

If after a 2min search the child is still missing, the BAD/senior coach will inform the police and then the child's parent/carer.

While waiting for the police and the parent/carer to arrive, searches for the child will continue. During this period, other members of staff will maintain as normal a routine as is possible for the rest of the children at the session.

The BAD will be responsible for meeting the police and the missing child's parent/carer. The BAD will coordinate any actions instructed by the police, and do all they can to comfort and reassure the parents/carers.

Once the incident is resolved, the BAD and the staff team will review relevant policies and procedures and implement any necessary changes.

### 4. Recording

All incidents of children going missing from a Boom Active session will be recorded on an Incident form, and in cases where the police have been informed, Ofsted will also be informed, as soon as possible.