



# Missing Child Policy

Active Stars – West Sussex

## 1. Statement of Intent

Active Stars takes all reasonable steps to prevent children from going missing during sessions.

We recognise that a missing child is a serious safeguarding matter and will respond immediately, calmly and proportionately to ensure the child's safety.

This policy applies to all early years, wraparound care and holiday provision operated by Active Stars.

## 2. Prevention

To minimise the risk of a child going missing:

- Registers are completed at the start of each session
- Regular headcounts are conducted, particularly during transitions
- Clear supervision arrangements are in place
- Outdoor areas are monitored appropriately
- Children are reminded of boundaries and expectations

Staff remain vigilant at all times.

## 3. If a Child Goes Missing

If a child cannot be located, the following procedure will be followed immediately:

1. All staff will be informed that the child is missing.
2. A thorough search of the premises and immediate surrounding area will be carried out.
3. Registers will be checked to confirm attendance.
4. If the child is not located within **10 minutes**, the police will be contacted.
5. The manager will contact the child's parent/carer.
6. Staff will continue searching while awaiting the arrival of the police and parents/carers.

The remaining children will continue to be supervised and reassured to maintain a calm environment.

#### **4. After the Incident**

- The incident will be recorded in the Incident Log.
- A full review will be conducted to identify learning points.
- Risk assessments and procedures will be reviewed and amended where necessary.
- Ofsted will be notified as soon as reasonably practicable if police or Social Care were involved.

Where appropriate, safeguarding procedures will be followed in line with the Safeguarding Policy.

#### **5. Useful Contacts**

Local Police (non-emergency): 101  
West Sussex Children's Social Care: 01403 229900  
Ofsted: 0300 123 1231

(Staff should use 999 in an emergency.)

#### **Linked Policies**

- Safeguarding Policy
- Health & Safety Policy
- Emergency Evacuation & Closure Policy

#### **Policy Review & Governance**

This policy has been written in accordance with the Statutory Framework for the Early Years Foundation Stage (EYFS) (2025) and relevant Department for Education guidance for wraparound care and holiday provision.

This policy applies to all early years, wraparound care and holiday provision operated by the provider.

**Reviewed:** February 2026

**Next review due:** February 2027

**Approved by:** Director / Registered Provider