



Missing Child Policy

At QPG Community and Sports Hub we are always alert to the possibility that children can go missing during sessions. We will always liaise with the school in these situations.

To minimise the risk of this happening staff will carry out periodic head counts, and daily registers particularly when transporting children between locations **(eg walking from the school to the QPG Hub or from the local park back to the QPG After-School Club)**.

If a child cannot be located, the following steps will be taken:

- All staff will be informed that the child is missing.
- Staff will conduct a thorough search of the premises and surrounding area.
- After 10 minutes the police will be informed. The manager will then contact the child's parents or carers.
- Staff will continue to search for the child whilst waiting for the police and parents to arrive.
- We will maintain as normal a routine as possible for the rest of the children at the Hub.
- The manager will liaise with the school, police and the child's parent or carer. The incident will be recorded in the Incident Log. A review will be conducted regarding this and any other related incidents along with relevant policies and procedures.

We will identify and implement any changes as necessary.

If the police or Social Care were involved in the incident, we will also inform Ofsted.

Useful numbers Police: 999 / 0207 372 1212

Address: 38 Salisbury Road, Kilburn London, NW6 6NN

Region: Kilburn

Nearest Station: Queen's Park