

Missing Child Policy

In the unlikely event that a child goes missing during an Innov8 Sportz C.I.C. session, agreed procedures will be put into practice. These ensure that the child can be found as soon as possible and the remaining children are kept safe. At all times sessions will be kept secure. All visitors will be asked to sign in and out.

If a child is missing, the remaining children will be kept safe by staff ensuring that the surrounding area is secure. If satisfied the remaining children are secure, a member of staff will then attempt to locate the missing child. If necessary, an appropriate adult will be contacted to come to the school immediately to ensure that Staff to Children ratios be maintained.

If a member of staff cannot locate the child very quickly then the child’s parent/carer, the emergency services and all other available staff would be contacted immediately.

A full written report of the incident would be made immediately afterwards, with any risk assessment issues being fully addressed.

**This Policy was approved by the Innov8 Sportz C.I.C Board on 14 July 2014, was reviewed in March 2015 and again in August 2015 and is due for further review August 2016, Reviewed September 2016, Due for further review September 2017. Signed:**