

## SECTION 1

### General Welfare Requirement: Safeguarding and Promoting Children's Welfare

The provider must take necessary steps to safeguard and promote the welfare of children.

## R.B Kids Club Safeguarding children



## Arrivals Departures and Missing Children

### Policy statement

R.B will provide a warm and friendly welcome to all parents and children attending our club .

Children's safety is also maintained as the highest priority at all times both on and off the premises at R.B Kids Club. Every attempt is made through carrying out the exit/entrance procedure to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, our missing child procedure is followed.

### EYFS key themes and commitments

|                           |                         |                       |  |
|---------------------------|-------------------------|-----------------------|--|
| 1.3 Keeping safe          | 2.2 Parents as partners | 3.4 The wider context |  |
| 1.4 Health and well-being |                         |                       |  |

### Procedures

#### Admissions

*(Also see Admissions Policy) It is the responsibility of the Co-ordinator to ensure that accurate records are kept of all children in the club, and that any arrival or departure to and from the premises is recorded in the register. The register is to be kept in an accessible location at all time.*

***Registers are kept for one year.***

#### Escorting Children

- All Key Stage 1 children are to be collected from their classroom by a member of R.B Kids Club staff.
- Key Stage 2 children will be allowed to walk independently from their classroom to the Kids club with a member of staff circling the building to make sure they attend.
- The register is taken to check numbers.
- The Co-ordinator will then check no children are waiting in corridors or the playground confused as to whether they should be attending.
- School provided clubs will be checked make sure children attending kids club after are there.

## Arrivals

- Parents will only enter through the electronic door after buzzing and being identified.
- Parents will immediately record the child's attendance by signing and timing the register.
- Parents / carers with medication for school will pass this with consent form to the designated person (See medication Policy)
- Parents can also speak to staff regarding any other relevant information that they feel the club should be aware of.

## Departures

- Children must be collected by a named person on their registration document.
- If the parent /carer require another person (**who must be over the age of 16**) they must provide a signed written letter and that adult must provide photo identification on arrival.
- Permissions for children leaving the club alone **will only be considered** for children in Year 6. And this must be submitted in writing to the Co-ordinator to give consent
- No adults other than those who have parental consent will be allowed to collect children.
- If the named person is going to late collecting their child then R.B Kids Club must be notified by phone at the earliest possible point.
- If the designated person is late without warning the **uncollected children policy** will be activated.
- Nominated persons must sign and time the register to show children have left the premises

## Absences

- If a child is going to be absent from Kids Club then parents should where possible contact the club 24 hours before hand via E-Mail [r.bkids@hotmail.co.uk](mailto:r.bkids@hotmail.co.uk) or by phone:07742 822550
- The Co-ordinator will then make alteration to the booking form (see admissions).
- If a child is absent for three or more consecutive days then the Co-ordinator will contact to ascertain why.
- Regular absences may be a sign that a child/ family are encountering difficulty and may require support from relevant statutory agencies. R.B Kids Club will always endeavour to discover the causes of long term and unexplained absences.

## **Child going missing on the premises**

- As soon as it is noticed that a child is missing alerts are raised.
- The Co-ordinator will carry out a thorough search of the extended building (School), Playgrounds and other outdoor area's however the first search will be the staff car park due to location.
- The register is checked to make sure no other child has also gone astray.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- If the child is not found, the school business Manager (Carol King) is contacted. So additional information can be gained.
- The child's parents are then contacted
- The Co-ordinator talks to the staff to find out when and where the child was last seen and records this.
- The police are then contacted.
- The Co-ordinator contacts the chairperson and reports the incident. The chairperson, with the management committee, carries out an investigation and may come to the setting immediately.

## **The investigation**

- Staff are to keep calm and do not let the other children become anxious or worried.
- The Co-ordinator together with the chairperson or representative from the management committee speaks with the parent(s).
- The chairperson and management committee, carry out a full investigation taking written statements from all the staff in the club.
- The key staff member writes an incident report detailing:
  - The date and time of the report.
  - When the child was last seen in the setting.
  - What has taken place in the setting since the child went missing.
  - The time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation, all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Children's Social Care may be involved if it seems likely that there is a child protection issue to address.
- The incident is reported under RIDDOR arrangements (see the Reporting of Accidents and Incidents policy); the local authority Health and Safety Officer may want to investigate and will decide if there is a case for prosecution.
- In the event of disciplinary action needing to be taken, Ofsted is informed.
- The insurance provider is informed.

## **Managing people**

- Missing child incidents are very worrying for all concerned. Part of managing the incident is to try to keep everyone as calm as possible.

- The staff will feel worried about the child, they may blame themselves and their feelings of anxiety and distress will rise as the length of time the child is missing increases.
- Staff may be the understandable target of parental anger and they may be afraid. The Co-ordinator needs to ensure that staff under investigation are not only fairly treated but receive support while feeling vulnerable.
- The parents will feel angry, and fraught. They may want to blame staff and may single out one staff member over others; they may direct their anger at the Co-ordinator. When dealing with a distraught and angry parent, there should always be two members of staff, one of whom is the Co-ordinator and the other should be the chairperson of the management committee or representative. No matter how understandable the parent's anger may be, aggression or threats against staff are not tolerated, and the police should be called.
- The other children are also sensitive to what is going on around them. They too may be worried. The remaining staff caring for them need to be focused on their needs and must not discuss the incident in front of them. They should answer children's questions honestly but also reassure them.
- In accordance with the severity of the final outcome, staff may need counselling and support. If a child is not found, or is injured, or worse, this will be a very difficult time. The chairperson will use their discretion to decide what action to take.
- Staff must not discuss any missing child incident with the press without taking advice.

|                |                                  |                  |               |                 |          |
|----------------|----------------------------------|------------------|---------------|-----------------|----------|
| Policy Created | October 13                       | Policy reviewed: | October 2014  | Need for update | Yes / No |
| Signed:        | Management Committee Chairperson |                  | Co-ordinator: |                 |          |
|                | Jo Chaplin :                     |                  | Simon Keaney: |                 |          |