



Uncollected and Missing Child Policy

Overview and Intent

Kinetic Sports Group are committed to the welfare and safety of each child in our care. We have the following procedures in place to ensure the appropriate action is taken if a child is not collected, a child is missing or a child leaves the site without permission.

Legal Context

This policy takes in to account the following legislation and best practice guidance:

Children Act 1989

Early Years Foundation Stage Statutory Framework 2021

Working Together to Safeguard Children 2018

SEND Code of Practice 0 – 25 years

Procedures – Uncollected Child

We understand that there may be occasions when a parent or carer is unable to collect their child/children on time, due to a situation which is out of their control. If this happens, we ask that parents/carers contact us to let us know that they are on their way.

If a parent or carer is consistently late collecting their child we reserve the right to charge a late collection fee:

- a fee of £5 per 10 minutes will be applied if a late collection occurs.

If a parent/carers needs someone else to collect their child or children in an emergency, they will need to contact us to inform us who will be collecting and the person collecting the child will need to enter the password in to our signing out system.

If a child or children have not been collected from 10 minutes after the session closing and we have not heard from a parent or carer then the following actions will be taken:

- Under no circumstances (other than health and safety) will staff remove a child or children from the premises
- Two members of staff will remain on the premises
- We will reassure the child or children and support them
- The person in charge will attempt to contact the parent/s or carer/s using the telephone number/s supplied at registration
- The person in charge will attempt to contact any emergency contacts supplied at registration
- The person in charge will continue to attempt to contact the parent/s or carer/s every 10 minutes
- If after 30 minutes the child has not been collected or arrangements made by a parent, carer or named emergency contact we will implement our safeguarding procedures and contact the Multi-Agency Safeguarding Hub (MASH) for the relevant local authority and we will follow their advice
- An incident form will be completed and Ofsted may be informed, as necessary

Procedures – Missing child

Children’s safety is a high priority and our risk assessments detail how we will keep children safe on our sites. In the unlikely event that a child goes missing the following procedures will be followed:

- As soon as it is noticed that a child is missing, staff will alert the person in charge
- The person in charge will coordinate an immediate search of the area, including checking any gates or doors which could have been breached
- The person in charge will arrange for the register to be taken and a head count conducted
- All other children will be kept safe and under supervision
- If the child is not found in the immediate area the police will be called and the child’s parents informed, without delay
- The person in charge will continue to search the immediate area and will be available when the police arrive
- Staff will follow police advice

The Investigation

- The Company Director will arrange for an investigation to take place. The investigation should identify how the incident occurred, what should be done to prevent it reoccurring and any disciplinary action.

- The Company Director will inform the Multi-Agency Safeguarding Hub (MASH) in the relevant Local Authority
- The Company Director will inform Ofsted, if relevant
- The Company Director will inform the insurance company
- All staff will cooperate with any police investigation
- All staff involved will be required to provide written statements within 24 hours, which should include:
 - The date and time of the report
 - The staff whereabouts and grouping of children
 - When the child was last seen
 - What took place once the child was noticed as missing
 - The time (or estimated time) that the child went missing
 - Any other relevant information

Procedures – Child leaves the premises without permission

Where a child is known to be at risk of leaving the premises without permission a risk assessment should be completed and it should form part of the child’s care plan. If a child attempts to leave or leaves the premises without permission the following actions will be taken:

- A member of staff will attempt to engage in a dialogue with the child to encourage them to stay on the premises or move back on to the premises
- Alternative solutions may be offered to deescalate the situation, such as moving to a different area within the setting
- If the child leaves then the person in charge should monitor the child from a safe distance
- The person in charge should arrange for the parents or carers to be informed immediately, to seek assistance with the situation
- If the parents or carers cannot be reached or are unable to assist and the child remains off site the police will be called

- A review of any relevant care plans and risk assessments will be completed, in partnership with parents and carers and any relevant external colleagues.

Date	Summary of Changes	Other Comments
26th March 2026	No change	Revision due 26/3/2027