



Brynteg Tigers Out of Hours Club

Missing Child and Late Collection Policy

Approved by: Michelle Firth

Policy reviewed: September 2026

Next review due: September 2027

Responsible Individual: Michelle Firth

1. Policy Statement

Brynteg Tigers Out of Hours Club is committed to ensuring the safety and welfare of all children. This policy provides clear procedures to follow in the event a child goes missing during a session or is not collected at the expected time.

2. Scope

This policy applies to:

- All children attending the club (ages 2–11).
- All staff and volunteers responsible for supervising children.
- Parents/carers collecting children from the club.

Part A: Missing Child Procedure

Prevention:

- Children are always supervised according to staff-to-child ratios.
- Head counts are carried out on arrival, before/after outdoor play, on outings, and at departure.
- Doors and gates are secure and monitored.

If a child goes missing during a session:

1. Immediate action:

- Conduct a quick search of the premises and outdoor area.
- Check registers to ensure child is not already signed out.

2. Escalation:

- If the child is not found within 5–10 minutes, call 999.
- Contact the child's parents/carers immediately.
- Staff to inform the Responsible Individual immediately.

3. **Record:**
 - Complete a Missing Child Incident Report detailing:
 - Child's name, age, and description
 - Time and location last seen
 - Staff present and actions taken
 - Police and parent contact details
4. **Follow-up:**
 - Review supervision and procedures to prevent recurrence.
 - Share findings with CIW if required.

Part B: Late Collection Procedure

Procedure if a child is not collected:

1. **Immediate action:**
 - Check the registration list to confirm attendance.
 - Attempt to contact parent/carer using emergency numbers.
2. **If contact cannot be made:**
 - Contact the emergency contacts provided by the parent/carer.
 - Continue to supervise the child safely at the club.
3. **After 30 minutes of no contact:**
 - Inform the Responsible Individual.
 - If still unsuccessful, contact Social Services / Local Authority Duty Team for advice.
4. **Record:**
 - Complete a **Late Collection Incident Form**: time, staff involved, actions taken, and parent contact attempts.

Fees:

- Late collection may incur a fee (as per club policy).

3. Staff Responsibilities

- Ensure children are always supervised.
- Know and follow procedures for missing children and late collections.
- Keep emergency contact information up to date.

4. Parent / Carer Responsibilities

- Collect children on time.
- Provide up-to-date contact information and alternative emergency contacts.
- Inform the club in advance if they are delayed.

5. Review

- The policy is reviewed **annually** or after any missing child or late collection incident.
- Staff training updated to reflect any procedural changes.



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Missing Child and Late Collection Incident Log

Date	
Child's name	
Time last seen/expected	
Staff present	
Action	
Parent/carer contacted	
Social services/police contacted	
Outcome	
Signature	