

Burgh After School Club



Missing or Lost Child Policy

Purpose

To ensure that, when a child does not appear for collection/come to the Club on a day they are expected, or goes missing subsequently, appropriate action will be taken to locate the missing child and to notify the relevant people. It is the Manager's responsibility to ensure that all children on the register are accounted for.

Missing Child:

1. Should a child not appear for collection/come to the Club, the Manager will check the playground to confirm that the child is not there or being collected by a parent/carer.
2. The Manager will check with the school to determine whether the child attended school that day or to obtain any other relevant information.
3. If the child did attend school, the Manager will check the school building and grounds and speak to the child's friends to gain relevant information.
4. If the child is still not found, the Manager will contact the parent/carer. If they cannot be reached, the Manager will then contact the emergency contact.
5. The Manager will continue to contact any of the child's contacts until the child is accounted for.
6. The Manager will then record the incident in the Incident Book.

If a child goes missing from an Outing:

1. The staff member who notices the child is missing must inform all other staff.
2. The Manager should proceed to the delegated meeting point to check if the child has made their way there.
3. A thorough search of the area should be carried out, alerting any other on site staff or security staff along the way.
4. If the child is not located the parent/carer will be contacted. If they cannot be reached the emergency contact will be contacted. If the child is not found the police will be contacted.
5. The Manager will complete a full written report and submit it to the Management Committee.

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