



The Dell
Out of School Club

Registered Charity No. 1038546

Policy No.

DP - 014

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Lost Child Policy

Child Missing at After School Club

If the child fails to arrive at the after school club in term-time

- Check with teacher and school secretary that the child had attended school that day.
- If child has been in school and is not at any other extra curricular club or event, and has still failed to arrive at after school club, senior playleader / co-ordinator is to immediately contact the parent / guardian to establish child's whereabouts.
- If this proves fruitless, contact police immediately whilst setting up a group to search within the grounds and move to critical incident procedures.

Lost child on an outing

- If a child goes missing whilst on an outing establish details of last sighting with all staff and children.
- Call police immediately.
- Put critical incident procedure into action.
- Ensure arrangements are made to get rest of children back to site, but leaving key members of staff at location of incident.
- Complete information form for missing child (Form MC-001).

Policy adopted: 4 July 2002

Approved by:

Co-ordinator

Chair

Review Date:

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We are committed to continually providing high quality affordable child-centred care with positive play opportunities for every individual in the club in a safe, happy environment in partnership with parents.