



Chew Stoke Out of School Club

Missing Child/Children Policy

All children will be signed into club as follows:

- By parents/carers when they arrive at Breakfast Club.
- By staff when they arrive at Holiday Club.
- By staff when they are brought to After School Club or arrive after sports clubs.

If, five minutes after the start of After School Club or expected arrival time a child fails to arrive, staff must check the register then speak to the school to see if the child attended school that day. A member of staff will check the school grounds for the missing child, if the child is not found a member of staff will contact parent/carers to check the child's whereabouts. If the child's whereabouts cannot be ascertained, the police and Ofsted will be contacted.

During club hours a headcount should be carried out regularly and when children return from the playground or other outside activity. Should a child/children go missing from Chew Stoke Out of School Club it is the staff's responsibility to search on site to find the missing child/children.

If the child cannot be found on site, a staff member must go off site to try and find the missing child/children. School staff will be asked to assist in order to leave two staff on site. At this time the parents/carers, police and Club Manager will be informed.

All other children and staff are to assemble and remain in the hall or appropriate classroom until the situation is resolved.

If the staff find the child/children they should contact the staff on site to let them know and bring the child/children back to the club site. If the child refuses to come back to the club site the staff member must stay with the child until a parent/carer arrives.

When the staff return to site a report must be documented and signed by the parents/carer and Ofsted informed.

If a child goes missing during a club excursion, the appropriate venue or security staff will be informed immediately.