



## The Parachute club missing child procedure

### Staff and management should do relevant checks and counts when:

Children are in their care, children must be signed in and out of the clubs premises by staff or parents, head counts should be taken regularly if the children are using different areas of the clubs setting or outings.

If children are out on outings, they will be expected to wear bibs and tags with the clubs information on them.

If a child at any period of time cannot be accounted for staff has been informed, a thorough search of the area must be under taken ensuring all the other children remain safe and supervised .if after a thorough search the child is still missing, management should call police and the child's parents, carry on with all checks and remain available for police and parents.

In such cases the management and staff team will review their policies and procedures, after risk assessments have been carried out, make changes where necessary.

When collecting children from school if a child does not come to you when you are collecting them from school, always check that the child has been to school at the schools reception, phone your manager to check if parents have phoned with any changes to the child's normal arrangements. Never leave the school until you Are totally aware of the child's well being, and never take the word of a child.

Updated and reviewed -17/01/2009-18/01/2013-06/05/2015