

THE PARACHUTE OUT OF SCHOOL CLUB

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 on outings.

If children are 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 should inform management immediately, once all the staff has been informed a thorough search of the area must be undertaken ensuring all the other children remain safe and supervised. If after a thorough search the child is still missing, management should call the police and the parent/s involved and remain available to greet parents and the police.

In such cases management and their staff will always review their policies and procedures and make changes where necessary.

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

Updated and reviewed: 20/02/2008